

CHAPTER 4

OVERSEAS SERVICE

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OVERSEAS SERVICE

4.0 GENERAL INFORMATION.

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States. Hawaii is considered an overseas area, but is exempt from personnel screening requirements (except Type 3) as stated in Article 4.011. Overseas service may be categorized as: Overseas Duty (Sea/Shore Code 6), Overseas Remote Land-Based Sea Duty (Sea/Shore Code 3), Non-rotated Sea Duty (Sea/Shore Code 4).

- Units comprising the Overseas Family Residency Program (OFRP) are defined as Non-rotated Sea Duty (Sea/Shore Code 4), except for those units located in Hawaii. See articles 4.071 and 3.051, NOTE 2.

- The prescribed tour for all first-term personnel assigned to overseas duty will be a minimum 36 months or to coincide with their EAOS (four years or less active duty), exceptions are dependent restricted locations when the PRD will be set to the prescribed DOD area tour, refer to article 3.06 and 3.20 .

- All first-term personnel assigned to overseas duty for a minimum of 36 months will be eligible for *the Overseas Tour Extension Incentives Program (OTEIP) following completion of the first 24 months of their tour provided they do not have dependents on station. This is *NOT AUTOMATIC, and must be requested!

- First term personnel on their second assignment can be ordered overseas if the member has the required obligated service to complete the applicable DOD tour length.

- Enlisted personnel in pay grades E-3 and below, with family members including pregnancy, will not be assigned to duty in an overseas area, including Hawaii, on afloat or shore-based activities. However MBR's can be assigned unaccompanied based on readiness needs.

- Accompanied/unaccompanied tours are now authorized for COMIDEASTFOR. For tour lengths see Bahrain Island, FIGURE 4A. All forms in this chapter are available on the COMNAVPERSCOM web-site at www.bupers.navy.mil.

4.01 SELECTION OF PERSONNEL FOR OVERSEAS SERVICE.

4.011 GENERAL SCREENING PROCEDURES. The responsibility for determining suitability for overseas service rests with the CO of the transferring command. The CO shall ascertain whether the member or family members possess any performance, disciplinary, financial, psychological, medical or other physical attributes which would preclude them from conducting themselves as worthy representatives of the United States in a foreign country. This determination must be based on a series of steps beginning with a detailer at COMNAVPERSCOM (PERS-40)/EPMAC (for non-designated SN/AN/FN) nominating the member for overseas duty and ending with a message (see FIGURES 4C/4D/4E) to COMNAVPERSCOM (PERS-40/PERS-451)/EPMAC (for non-designated SN/AN/FN with INFO to COMNAVPERSCOM) from the CO indicating the suitability of the member and family members for overseas duty. Suitability screening includes reviewing the members' service records, physical readiness status, checking medical and dental fitness of individuals and their family members and conducting command review (FIGURE 4B) to determine suitability. In recruit training and service school environments, the training school command is responsible for scrutinizing the training records of personnel as well as interviewing them to determine their overall suitability for overseas duty. A face-to-face interview between the CO of the transferring command, the service member and

family members is highly desirable. If this is not feasible, the CO must ensure that such an interview is conducted by an experienced, knowledgeable representative. In all cases, the CO must sign the NAVPERS 1300/16, Report of Suitability for Overseas Assignment. This authority shall not be delegated except to that officer "Acting" or to the OIC of isolated detachments. Upon request of the CO, a skilled interviewer (such as a chaplain, Command Career Counselor, Command Master Chief, Navy social worker, or specified Family Service Center staff member) may also be included to determine overseas suitability.

- Single Parents/Military Couples With Family Members. The unique situation of those individuals with family members who are single parents or military members married to other military members does not in itself disqualify them for overseas duty. However, in these cases this fact should be pointed out to COMNAVPERSCOM (PERS-40/PERS-451)/EPMAC (for non-designated SN/AN/FN) upon submission of certification of screening. Members married to other military members with family members and single parents being considered for overseas assignment will be required to complete a Family Dependent Care Certificate in accordance with OPNAVINST 1740.4 (series).

- Newly Acquired Dependents after Reporting Overseas. Dependents acquired after a Sailor reports overseas (e.g. marriage, adoption, custody, etc.) are required to comply with overseas screening requirements.

NOTE: Overseas screening is a requirement of all transferring commands whether transfer is from CONUS to overseas or from overseas (sea/shore) to overseas (sea/shore) which are defined as consecutive overseas tours (COT). See Article 4.023 (COT) screening requirement.

4.012 SUITABILITY DECISION FACTORS. The CO of the transferring command shall ensure that the following factors are addressed and used as the basis for the overseas suitability decision:

- Medical Fitness. Both the service member and family members must have a full medical history screening which includes face-to-face interviews with a medical screener and thorough medical records review. Any documented medical problem which precludes overseas assignment or one which would be complicated by overseas assignment such that medical evacuation or early return would be necessary is disqualifying. If only the family members are medically disqualified, the urgency of the requirement may require that the member serve an unaccompanied tour. If the medical status changes after screening but prior to transfer, the individual shall be re-evaluated for suitability. Contact with the gaining command/MTF is required for medical problems. Use BUMED 1300/1 for guidance which is available on www.bupers.navy.mil/pers4/pers45/pers451 and <http://navymedicine.med.navy.mil/>

NOTE: Foreign National spouses, who require a medical screening and reside at locations where TRICARE or DOD medical facilities are unavailable, shall satisfy the medical screening requirements as listed on the BUMED 1300/1 by utilizing a local physician. The completed BUMED 1300/1 will be forwarded to the screening MTF for final disposition. The service member will be responsible for any costs associated with this requirement if costs are not already covered under current entitlements.

- Family Member Suitability. All family members shall be screened unless a member is in receipt of unaccompanied orders for tour lengths of less than 24 months (except Diego Garcia and Souda Bay Crete). Family member suitability must be determined before family members can be granted entry approval. When family members are not co-located with the service member, the Commanding Officer of the transferring command shall request assistance from the nearest naval activity. If Navy facilities are not readily available for screening

family members, assistance shall be requested from other military facilities or appropriate civilian practitioners. Other service MTFs and civilian practitioners will complete BUMED 1300/1 forward it to the transferring command's MTF for review and signature.

- Service and family members who use TRICARE network providers to conduct medical, dental and educational suitability screening for overseas, remote duty or operational assignments must coordinate with the MTF Suitability Screening Coordinator and Beneficiary Counseling and Assistance Coordinators prior to using a TRICARE provider to ensure that TRICARE will cover any costs associated with the screening.

- If member's family member(s) refuse to be screened, refer to Article 4.015.

- When issues of custody pertain to a member's/family member's suitability, refer to Article 4.035.

- Exceptional Family Member (EFM) Program. If, during overseas screening process, a service member's family member is identified as a possible EFM, comply with OPNAVINST 1754.2 (series). Information pertaining to the EFM Program is contained in Chapter 25 of this manual. Submit these completed NAVPERS forms to COMNAVPERSCOM (PERS-66). EFMs are described as handicapped or exceptional family members who require special medical care and/or special education. Should the member initially select an "all others" tour, it will be the responsibility of the detaching command to accomplish the screening, if not previously accomplished. Refer to Chapter 25 for EFM program guidance. In addition, the following also apply:

Personnel with a known EFM will not be transferred overseas without PERS-4, PERS-662, and gaining MTF approval.

Personnel with an EFM shall be transferred only to overseas locations that can provide necessary educational and/or medically related services to support the special needs of the EFM family member. Only when there is a clear and substantial adverse effect on the military mission or on the sponsor's career, if not assigned overseas, will a member be proposed for overseas assignment to a location where requisite EFM services are not provided.

NOTE: Laws and instructions require that:

- * EFMs be identified before execution of overseas assignments of active duty members.

- ** EFMs medical and educational needs be considered during selection of overseas assignment.

- *** Enrollment in the EFM Program is mandatory. Application forms contained in Chapter 25 must be completed and submitted to COMNAVPERSCOM (PERS-66).

- Family Advocacy. Members involved in open family advocacy cases are disqualified for overseas assignment. Once a member has successfully demonstrated any allegations to be unfounded, or completed any punitive measures, or successfully completed any prescribed treatment, or otherwise had the case adjudicated "closed," he/she will be eligible for duty overseas.

- Dental Fitness. Dental conditions will not normally preclude overseas assignment except in those extreme cases where personnel are prevented from performing assigned duties. When members are diagnosed as Dental Class 3, the transferring medical/dental treatment facility should ensure that any needed care/treatment can be provided at the ultimate activity. Elective orthodontic

treatment will not cause an assignment liability and is not disqualifying for overseas assignment. Members ordered to isolated overseas locations, isolated CONUS stations with limited dental capabilities or USS LA SALLE, COMIDEASTFOR and COMSTANAVFORLANT (staff) should have no dental defects which are likely to require extensive or prolonged treatment. Members in a Class 3 Dental status should not be transferred to these isolated locations or to any unit listed above. Family member's dental screening examination shall be obtained from the nearest dental facility and will not usually be a disqualifying factor in determining suitability for overseas activities where dental facilities exist. However, if family member dental problems disqualify them for transfer to an overseas area, the urgency of the requirement may require that the member serve an unaccompanied tour. Dental care will be available to family members to the extent that active duty requirements permit.

NOTE: Overseas dental activities are manned to a level only to maintain family member oral health.

- Physical Fitness. Failure of PFA's (formally PRT) will not limit assignment except when a member cannot obligate for the minimum sufficient obligated service to complete the prescribed overseas assignment.

- Drug Related Problems. Members/Family Members with documented drug abuse or drug related offenses are unsuitable for overseas duty within last 24 months for member waiver for enlisted.

- Alcohol Related Problems. Personnel with a documented history of alcohol abuse or dependency may be considered eligible for overseas duty under certain conditions. Members who have completed an education or early intervention program because of an alcohol-related incident have no specific restrictions for an overseas assignment. Members who have completed treatment and have been released from the Continuing Care portion of treatment are considered suitable for overseas assignment. Members assigned to or receiving the Continuing Care portion of treatment, usually in an outpatient setting, may be eligible for overseas assignment providing the overseas assignment is to a geographical location where treatment services can be provided (Counseling and Assistance Centers (CAACs)). Commanding Officers must have clear and convincing reasons why a member is not suitable for overseas assignment. In such cases, the Commanding Officer shall advise COMNAVPERSCOM (PERS-40BB) of the rationale for an unsuitability recommendation. In all cases COMNAVPERSCOM (PERS-40BB/PERS-451) will make the final determination of suitability.

- Psychiatric Disorders. Members/Family Members, who have had one period of inpatient hospitalization or have a history of extensive outpatient psychiatric treatment, but have had no further psychiatric treatment (inpatient or outpatient) for a period greater than one year may be judged suitable for overseas duty. Personnel with two or more hospitalizations for psychiatric disorders will be considered unsuitable for overseas duty.

- Performance. Personnel with a history of unsatisfactory or below standard performance in the last two years may be considered unsuitable for overseas assignment (personnel whose performance criteria is progressing or recommended shall be considered eligible for overseas assignment/COT). If a Commanding Officer feels there are extenuating circumstances that may render an individual eligible/ineligible for overseas assignment, he shall advise COMNAVPERSCOM (PERS-40BB/PERS-451) of circumstances and command action taken to correct deficiencies for final determination of suitability.

- Disciplinary History. History of courts-martial, non-judicial punishment or involvement with civil authorities in the previous two years may be considered disqualifying for overseas assignment. (Prior service offenses and pre-service offenses that were waived for reenlistment or enlistment respectively

are normally not disqualifying). A one-time serious offense (a serious offense is defined in MILPERSMAN 1910-140) in the current enlistment is considered disqualifying. Commanding Officers may determine that one time non-judicial punishment is not disqualifying.

- Pregnancy. Women will not be transferred overseas who are in the third trimester of pregnancy (7th-9th month). Arrival at the ultimate duty station must be prior to the 29th week of pregnancy. Women who will be in the third trimester at time of transfer will be screened 6 weeks after delivery of newborn. Newborn will also be screened at that time. Pregnant women are not to be transferred, during any stage of pregnancy, to any other location where obstetric and pediatric care is not available. COMNAVPERSCOM (PERS-40/PERS-451)/EPMAC must receive notification upon submission of verification of screening, and that notification should include expected date of delivery. Female military members transferring to overseas duty including sea duty type 2 and 4 will be screened for pregnancy in accordance with BUMEDINST 1300.2 prior to transfer.

- Financial Stability. (**E5 and above**) Serious financial problems or indebtedness which have not been reconciled, or a documented history of indebtedness over a period of the last three years may be considered disqualifying (i.e. bankruptcy). (**E1-E4**) A debt-to-income ratio shall be performed by the command Financial Specialist or Family Service Center counselor to ensure the economy in the host nation of the proposed overseas activity will not pose an undue hardship on the member's financial circumstances. If debt-to-income ratio is 30% or greater, member is unsuitable for overseas assignment.

4.013 SUITABILITY FOR OVERSEAS ASSIGNMENT SCREENING PROCEDURES. The Commanding Officer shall:

- Ensure that each individual and family member being assigned overseas is screened and an update message is sent within 15 days after receipt of the transfer directive using the format provided in FIGURES 4C/4D/4E as applicable.

- Conduct command review in accordance with the provisions of this chapter and OPNAVINST 1300.14, utilizing FIGURE 4B, to determine if the individual and their family members (if any) meet the eligibility requirements and additional criteria of Article 4.011.

- During command review, brief member and family members on Standard Installation Topic Exchange Services (SITES) data available at Family Service Centers (FSCs). Provide member with name and number of Relocation Assistance Manager (RAM) at FSC to obtain a SITES data package containing living conditions information about the new overseas duty stations. For members that are assigned and have elected an all others tour, ensure member is familiar with MILPERSMAN Article 1300-150 through 1300-210 concerning command sponsorship of family members.

- Determine suitability/unsuitability based on medical status, command review, and any other reliable information (chain of command, chaplain, Family Advocacy Representative, Command Financial Specialist, etc.). If waiver is required, refer to Article 4.015.

- Ensure that the member has sufficient obligated service to complete appropriate accompanied/unaccompanied DOD area tour. NAVPERS 1070/613, Administrative Remarks, (Page 13) entries for obligated service are not authorized. See Article 4.021. For SRB issues refer to the latest NAVADMIN.

4.0131 REPORTING PROCEDURE. Concurrent with the release of overseas orders, transferring commands will receive a Naval message from PERS-4 that will direct a 15-day mandatory update. If required, readdress this message to the servicing medical treatment facility (MTF). Initiate the overseas screening process immediately. If member/family member(s) are determined to be Suitable, report using format provided in FIGURE 4C. If member/family member(s) are determined to be Unsuitable, report using format provided in FIGURE 4D. If service or family members are determined unsuitable contact with the gaining command/MTF is required. If member/family member(s) suitability determination can not be completed within 15 days, provide an Interim Report of Suitability message using format provided in FIGURE 4E. Continue to provide interim reports every 30 days until suitability determination can be made. In all cases, above reports will also be filed in the member's field service record.

4.0132 SCREENING REQUIREMENTS FOR PERSONNEL ASSIGNED TO REMOTE CONUS LOCATIONS.

Based on the accessibility of health care services, the Bureau of Medicine and Surgery and the Navy Personnel Command determined the following locations in the United States are considered remote and require an Overseas Screening in accordance this Article and Articles 4.011 and 4.012. Alaska - Adak, Juneau, Kodiak; California - Bridgeport, San Clemente Island, San Nicholas Island; Florida - Key West; Hawaii - Barking Sands; Maine - Cutler, Winter Harbor; Nevada - Fallon; West Virginia - Sugar Grove. Additionally, personnel who are in a Class III Dental status normally are not suitable for assignment due to limited dental capabilities.

4.014 CHANGE OF SUITABILITY DETERMINATION.

Once a member has been successfully screened by the transferring command, if any subsequent information, misconduct or emergent medical condition renders them unsuitable (occurring at the transferring command or at any intermediate activity en route), hold orders in abeyance and notify COMNAVPERSCOM immediately (info EPMAC in the case of non-designated SN/FN/AN). Ensure the member (and family members) are aware of their responsibility to report any circumstances that may change their suitability status immediately, to avoid prosecution under UCMJ art. 107 for failing to do so.

4.015 WAIVERS OF SCREENING REQUIREMENTS. While the importance of adherence to overseas screening requirements cannot be over-emphasized, waivers will be granted on a case-by-case basis as conditions warrant. Individual CO's are the best source of local/recent knowledge and judgment concerning the qualifications and potential of each member. Upon completion of the overseas screening interview, if a member is not technically qualified for overseas assignment, but the CO considers that a waiver is in order, submit Unsuitable Report as per FIGURE 4D and provide justification and/or amplifying information why a waiver is recommended in paragraph 1D. The member will be considered UNSUITABLE and is not authorized to transfer until a waiver authorization message is obtained from COMNAVPERSCOM/EPMAC (Commanding Officer waivers for Legal custody do not require COMNAVPERSCOM endorsement). File waiver in member's service record.

- For divorced personnel whose children are in the legal custody of the ex-spouse, or for the family members of a member separated from the spouse and the spouse has custody of any family member children, or the spouse/ex-spouse refuses to cooperate in family member overseas screening, participation of those family members in the overseas screening process may be waived by the CO. In all such cases:

-- Record the results using the Report of Suitability for Overseas Assignment (FIGURE 4C) and interview the member to identify existing conditions that are likely to preclude the service member from completing the overseas assignment.

-- Make the following entry on NAVPERS 1070/613, Administrative Remarks (Page 13), of the member's service record:

"I understand that family member overseas screening has been waived due to refusal of my family members to participate in the screening process. I have indicated all known conditions of those family members that may interfere with my serving the appropriate tour length. I understand that any pre-existing disqualifying family member screening factors can not serve as the basis for my early return to CONUS from overseas. If later my family members desire to accompany or join me overseas, I understand that they must be screened and family member entry approval granted (where applicable) before they leave CONUS. I understand that I will be required to serve the appropriate tour length in accordance with Enlisted Transfer Manual Article 4.051."

Witnessed:

Member's Signature

M. Melvin

LTJG, USN, Personnel Officer

-- In cases where family members refuse screening in other than a divorce/separation situation request a waiver as outlined above. Member should sign the same NAVPERS 1070/613, Administrative Remarks (Page 13), entry as above if waiver is granted. Family members will not accompany nor join member overseas unless they have been properly screened, determined to be suitable, and family member entry approval is granted (if applicable).

4.016 EARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY. If Early Return/Reassignment of the member is desired due to unsuitability, the report shall be submitted as an Overseas Screening Deficiency Report (OSDR)/Request for early return (FIGURE 4F) by message to COMNAVPERSCOM (PERS-40/PERS-40DD/PERS-451/PERS-662) or EPMAC (non-designated SN/FN/AN), area commander, MCA and info BUMED WASHINGTON DC 31BAS. Provide a copy of the Report of Suitability for Overseas Assignment (NAVPERS 1300/16) to COMNAVPERSCOM (PERS-40DD) via mail, or fax to DSN 882-2647, Comm (901) 874-2647, or email at P40DD@Persnet.Navy.Mil

NOTE: Ensure the transferring Medical Treatment Facilities name and UIC is provided in paragraph 1C of the Overseas Screening Deficiency Report/Request for Early Return message.

Requests for Early Return/Reassignment will be submitted expeditiously as these requests involve situations requiring timely medical or other support services intervention not readily available at the current duty station. An understanding of all factors are required prior to making a decision, so submission of partial requests is discouraged.

This procedure shall not be used as a means of transferring personnel in lieu of appropriate disciplinary or administrative action, but shall be restricted to those cases where transfer is the only feasible solution.

For service members with medical issues utilize MEDIVAC process vice early return/reassignment.

Each case will be decided on its merits by COMNAVPERSCOM/EPMAC. If transfer is approved, ensure appropriate service record entry NAVPERS 1070/613, Administrative Remarks (Page 13), indicating unsuitability for overseas duty and reasons for disqualification.

Upon approval of early return/reassignment, forward availability report and include all factors of the transfer. Personnel determined to be unsuitable for continued overseas service will, upon approval of COMNAVPERSCOM/EPMAC (for non-designated SN/AN/FN), be transferred to duty for which they are eligible. For pregnancies that occur after arrival, submit pregnancy avail (DP) availability report only. For screening deficiencies involving pregnancy, submit DP avail and OSDR (FIGURE 4F).

- Service members with an Exceptional Family Member(s) (EFM) will complete forms identified by Figures 28A, 28B and 28C IAW Article 28.02. Enrollment in the EFM Program is mandatory per OPNAVINST 1754.2. Complete this step in conjunction with the request for Early Return/Reassignment. EFM category will determine the approval of early return requests. Assignment of an EFM category must be assigned by PERS-662 prior to a decision being made regarding a request for early return/reassignment.

4.017 OVERSEAS SCREENING DEFICIENCIES REPORT. The OSDR (FIGURE 4F) is sent to the transferring MCA and transferring command info COMNAVPERSCOM (PERS-451/PERS-40DD or EPMAC //47// (for non-designated SN/FN/AN), BUMED 31 (for medical deficiencies), servicing PSD, and gaining MCA when an overseas command receives improperly screened personnel/family members. This message is used to report discrepancies in the screening conducted by the transferring command that will not require early return of the member and/or family members, but does require addressing to prevent further occurrences.

- The MCA shall task the ISIC of the transferring activity to correct those conditions that caused the improper screening.

4.018 ANTITERRORISM/FORCE PROTECTION AWARENESS.

All Sailors, DON Civilian Personnel and adult family members shall receive Mandatory Antiterrorism Awareness Level I Training prior to travel OUTUS. This training consist of two (2) video films, a briefing with slides and two (2) handouts. A third video for young children is provided and recommended. In addition, an AOR specific briefing is required for those traveling to or through an area with a Threat Level of Medium, High, or Critical. This training consist of information provided by the United (Geographic) CINC, i.e. EUCOM, PACOM, SOCOM, etc. All Level I training must be conducted within six (6) months prior to travel by a trained and qualified Antiterrorism Training Officer (ATTO).

- a. Service Record Page 13 entry verifying completion for service member and adult family members is required. Page 13 entry will state level of training, date completed and who attended the training.

- b. SECNAVINST 3300.3(series), OPNAVINST 3300.53(series), and CNO message 212050Z FEB 98 provides guidance. If your command does not have an Antiterrorism Training Officer (ATTO), contact the local Navy Family Service Center or DSN 253-7293 at EWTG LANT/DSN 526-7759 at FTC San Diego for assistance.

4.019 SUITABILITY FOR OVERSEAS ASSIGNMENT VALIDITY. Suitability determinations (including Medical and Dental) will be valid for one year from date of initial screening completion, unless changes in conditions affecting suitability occur. Navy personnel/family members whose suitability screening has expired, or whose suitability status changes prior to transfer, shall arrange for reevaluation for suitability.

4.02 OBLIGATED SERVICE.

4.021 REQUIREMENTS. Transferring activities are responsible for ensuring that members executing orders acquire sufficient obligated service (OBLISERV) to complete the prescribed tour and report compliance on the Report of Suitability for Overseas Assignment (FIGURE 4C). Attainment of obligated service for overseas duty is defined as actual reenlistment or extension of enlistment. If member is undecided as to which tour (accompanied/all others) he/she desires, member is required to obligate enough service to complete the "all others" tour for the area ordered.

Regardless of member's pay grade or length of service, personnel ordered to an overseas activity must in all cases have sufficient obligated service to complete the prescribed tour length for the applicable area (accompanied/all others tour length, as appropriate) prior to execution of orders. Transferring command must ensure the following is performed:

- Hawaii, although exempt from overseas screening, does require members to reenlist or extend for the DOD tour length (36 months). Page 13 intent statement is not acceptable.

- OBLISERV must be obtained from the individual within 30 days of orders receipt (or prior to transfer, whichever is less) and appropriate obligated service documentation (i.e., NAVPERS 1070/601 or 621) submitted to COMNAVPERSCOM (PERS-3).

NOTE: OBLISERV requirements may be satisfied by (1) reenlistment or (2) Agreement to Extend (NAVPERS 1070/621). Page 13 entry stating agreement to obligate is prohibited for overseas orders. For SRB issues refer to the most current NAVADMIN.

- Additionally, a Page 13 entry must be prepared and entered in the member's service record indicating that (1) Member has been counseled regarding OBLISERV, (2) Member has completed/not completed (as appropriate) OBLISERV, and (3) (if answer to (2) is "not completed"), An OBLISERV waiver has been granted by COMNAVPERSCOM. (Signature), PSD OINC/Personnel Officer (Signature for this entry shall not be delegated below the PSD OINC/Personnel Officer level).

- If member does not desire to obligate additional service, advise COMNAVPERSCOM (PERS-40/PERS-451/PERS-811) or EPMAC for non designated/non rated personnel, by message utilizing FIGURE 4D for members under orders to an overseas or remote site and plain language for all others. Cite reason for unsuitability as member refuses to obligate service.

- For USNR personnel required to obligate service, member must reenlist or prepare NAVPERS 1070/622 CACDU Agreement and ensure EAOS does not exceed expiration of reserve enlistment EREN.

- USN and USNR personnel extension total cannot exceed 48 months on current contract (NAVPERS 1070/621/2). Activities receiving personnel with insufficient OBLISERV shall report failure to comply violations via a "Personnel Arrival Without OBLISERV" report (FIGURE 4G) to COMNAVPERSCOM (PERS-451) within 30 days after reporting, info the cognizant Manning Control Authority. The purpose of this monitoring effort is to eliminate the negative impact on unit readiness that results from short tours and to preclude the expenditure of PCS funds for less than prescribed tour lengths.

4.022 PERSONNEL APPROACHING FLEET RESERVE/RETIREMENT ELIGIBILITY. Personnel who have completed 17 or more years active duty, in addition to obligated service requirement, must sign a page 13 entry in their service record agreeing to remain on active duty for the period of time required to complete the applicable tour prescribed for the overseas area to which assigned.

Transfer to the Fleet Reserve or Retired List will not normally be authorized prior to completion of the prescribed overseas tour. Personnel approaching retirement eligibility are cautioned of the fact that the requirement to complete the applicable tour for the overseas area may disallow their eligibility to request a twilight tour.

4.023 CONSECUTIVE OVERSEAS TOUR (COT). A Consecutive Overseas Tour occurs when a sailor is moved PCS from one overseas duty station to another. It may be an In-Place, Intra-theater or Inter-theater reassignment as defined in DoD Directive 1315.7. Sailors under COT orders will serve the full follow-on tour on both the initial and follow-on shore tour(s) (either accompanied or all others, as appropriate). In the case of involuntary consecutive overseas tours in different areas, travel of family members, command-sponsorship, and shipment of household goods to the follow-on area are authorized at government expense, provided the sailor has at least 12 months to serve in the area after scheduled arrival of family members and/or household goods.

OVERSEAS SCREENING REQUIREMENTS. For all overseas to overseas assignments, transferring commands must re-screen service members and family members to determine their suitability. The screening CO may waive the medical portion of the overseas screening if the transferring and gaining commands are serviced by the same medical treatment facility and no medical disqualifying issues exist.

Service members assigned to consecutive overseas tours may be eligible for leave travel between assignments under provisions of the Joint Federal Travel Regulations, Volume 1, par. U7200. The following policy applies to COT leave travel eligibility:

- An In-Place Consecutive Overseas Tour (IPCOT) (no-cost permanent change of activity (PCA) move), as described in Article 3.074, must include two full DOD or SECNAV prescribed tours (accompanied or unaccompanied, as appropriate) or their equivalent. Our goal is to approve as many IPCOT requests as possible while considering Manning Concerns, Fleet Balance, and Readiness Impact.

-- For intra-theater and inter-theater COTs (cost PCS), as described in Article 3.074, the two tours must be at least the equivalent of two unaccompanied tour lengths, and the second tour must be ordered for the FULL DOD or SECNAV tour length (accompanied or unaccompanied, as appropriate). Request for COTs are also encouraged and will be approved when possible.

-- Members reassigned under the low-cost move provisions described in Article 3.074 are not entitled to COT leave travel if they are not assigned to a full DOD follow-on tour.

-- If a member is reassigned on a COT and the aggregate of the tour lengths is less than the equivalent of two unaccompanied tours, an overseas tour length waiver must be obtained from the Secretary of the Navy to authorize COT leave travel. However, the second tour must be for a full DOD area tour, either accompanied or unaccompanied.

Entitlement for COT Leave Travel. To be entitled to COT leave travel the member must complete the appropriate DOD or SECNAV area tours listed in Figure 4A whether assigned to a land-base activity or afloat unit. Family members are entitled to COT leave travel only when they are residing with their sponsor who will serve consecutive accompanied by family member tours. Family members may be authorized to travel with their sponsor at the time the sponsor is granted leave travel or they may travel independently of the sponsor. COT leave travel will normally be performed between the two consecutive overseas tours involved. However, the member may elect to defer COT leave travel between the two tours of duty until after he/she reports for the second overseas tour of duty. As an exception, a member on PCS orders requiring him/her and/or family members to traverse CONUS to complete the PCS must perform the COT leave travel at that time unless a deferment is authorized or approved by COMNAVPERSCOM (PERS-40C). Requests will only be approved for unusual circumstances, which preclude the member and/or family members from taking COT leave while in CONUS and must be submitted, and authorization received prior to member's transfer.

In all cases, the leave travel prescribed by JFTR, para. U7200-5 must be performed before the expiration of one year after date on which the member begins the consecutive tour of duty at the same PDS or reports to any PSD outside CONUS. CHNAVPERS authority not required for deferment of COT LV TVL when member is not Traversing CONUS.

COT leave travel to a location farther distant than the member's HOR will be authorized by COMNAVPERSCOM (PERS-332) for unusual circumstances, i.e., members old and new PDS and HOR in same geographic location or travel to HOR in conjunction with travel via designated location of family members (JFTR, para. U5120-G) when both HOR and designated location of family members is in the same country. Request must be submitted and authorization received prior to member's transfer.

COT leave travel within CONUS is normally performed via common carrier (rail, bus or air) procured at government expense. Travel via POV should be requested from COMNAVPERSCOM (PERS-40C) and authorization received prior to member's transfer.

Personnel recommended for extension will be considered by COMNAVPERSCOM on a case by case basis. Personnel attached to non-rotated ships and staffs will serve the tour as prescribed by the Chief of Naval Personnel, based upon recommendations by the fleet commanders. Tour lengths prescribed by Figure 4A of this manual will be adhered to as closely as feasible to maintain personnel stability within fleet units. Such tour lengths will not normally exceed those prescribed for accompanied/unaccompanied, but are exempt from the maximum involuntary extensions delineated in Article 4.051 for overseas areas considered shore duty.

4.024 SRB EARLY REENLISTMENT POLICY TO SATISFY OBLISERV FOR PCS ORDERS. Reenlistment may be performed early for personnel in receipt of PCS orders to overseas duty. These reenlistments are granted early to enable personnel destined to any overseas activity (land-based or afloat), to gain obligated service equal to (or greater than) the prescribed DOD tour length. When calculating the early reenlistment window, non-operative extensions of current enlistment should not be included. For those early reenlistments, which qualify for SRB payment, refer to the most current NAVADMIN. OBLISERV

policies (Article 4.02) require that hard OBLISERV (either reenlistment or extension) be obtained within 30 days of overseas orders receipt.

4.025 OBLIGATED SERVICE FOR ACCOMPANIED-BY-FAMILY MEMBER TOUR. Personnel in receipt of orders to an overseas activity (land-based or afloat) shall be cautioned, that if their active obligated service is less than that indicated below, they are not authorized to move their family members and household goods overseas at government expense. They are not eligible for appropriate overseas allowances and benefits, i.e., HA, COLA, government quarters, etc.

ORDERS TO

OBLIGATED SERVICE REQUIREMENT

Type duty 3(Overseas Activity
Permanently located ashore) and
Type duty 4 (Non-rotated ships,
Fleet activities, staffs and
Other mobile units).

Sufficient obligated service to
complete an accompanied tour,
computed from the date the member
commenced his/her overseas tour for
the area, or serves a minimum of one
year after the family members are
recognized as command sponsored
family members or arrive at the
overseas area, whichever is greater.

4.026 MILITARY MEMBER MARRIED TO MILITARY MEMBER. Regardless of member's pay grade, the tour of duty overseas for a married member whose spouse is also a member of a military service will be as indicated:

- Married service members accompanied or joined by command-sponsored family members shall serve the accompanied-by-family members tour.
- Married service members assigned to or living in the same overseas location or locale shall serve the accompanied-by-family members tour when such a tour length is authorized for the duty station. The lack of concurrent travel, whether a result of personal reasons or operational requirements, may not have an impact on the stipulation that each service member of a military couple must, at a minimum, serve the accompanied-by-family members tour. If one spouse arrives on station later than the other, second arriving spouse's tour shall not be cut short IOT match PRDs with the first arriving spouse.
- Married service members assigned to different locations shall serve the "all others tour"; however, when said service members establish a joint residence (that is, reside together), they shall serve the "accompanied tour", when such a tour is authorized for the location or locale where they are residing.

4.03 DEPENDENCY CONSIDERATIONS.

4.031 Command-Sponsored (Authorized) Family members: Family members of entitled members of the U.S. Armed Forces for whom entry approval (from the appropriate military commander) has been received. (See MILPERSMAN Art. 1300-150 through 1300-210).

4.032 MOVEMENT OF FAMILY MEMBER. Commanding Officers shall ensure that individuals are thoroughly counseled regarding the risks involved in formulating premature plans for movement of family members. This counseling will be conducted jointly with the command review required by Article 4.013. During this review, personnel should be specifically cautioned that if they desire their family members to accompany them, the family members should not move until final disposition of entry approval has been received from the overseas area commander (as required in Figure 4H). Individuals who are denied entry approval and desire to relocate their family members to a designated place other than the contiguous United States should be advised that approval from PERS-331 is required. The message format for requesting

Family Entry Approval is shown in Figure 4I. Point of contact is PERS-331
DSN: 882-3464 COM: 901-874-3464.

4.033 DEPENDENCY RESTRICTIONS. Enlisted personnel with more than three family members will not normally be assigned to accompanied overseas duty, unless an urgent requirement exists and a conscious decision is made based upon a thorough review of living conditions, availability of adequate housing, and other pertinent information which may be peculiar to a specific location. For the purpose of this article, duty in Alaska and Hawaii is considered to be overseas.

4.034 DEERS CHECK. Defense Enrollment Eligibility Reporting System (DEERS) checks must be conducted on families of all members being transferred overseas to ensure that potential problems will be resolved before they seek medical treatment and/or CHAMPUS reimbursement.

4.035 CUSTODY AGREEMENTS. Divorce decrees concerning custody and control of family members can impact on whether family members can be moved at government expense and on entitlement to overseas station allowances. Divorce decrees issued by a court of competent jurisdiction may require that the member/spouse obtain court approval if not stated in divorce decree for removal of family members from CONUS. Overseas screening cannot be processed until the Dependency Application/Record of Emergency Data (NAVPERS 1070/602), Parts I and II are completed per the Source Data System Procedures Manual (SDSPROMAN). The member should bring in a copy of the divorce decree for review. JFTR U5203, item 18 contains further guidance. Once dependency status is approved by Navy Family Allowance Activity, overseas screening can be processed and, if appropriate, family member entry approval can be requested. It is important to note that the authority to grant family member entry approval lies with the overseas area commander. The area commander may have questions concerning the custody and control of family members and therefore this information should be detailed in the Family member Entry Approval Request. Refer to article 4.015 for screening waivers when ex-spouse or separated spouse has custody of any family members and refuses screening of family members.

4.04 PROJECTED ROTATION DATE (PRD).

4.041 ESTABLISHMENT. The PRD will be determined by the Detailer at the time orders are issued. PRDs will be established to reflect accompanied tour for members with primary family members or the all others tour for those members who elect an unaccompanied tour.

4.042 VERIFICATION. PRD verification is the responsibility of both the transferring activity and the receiving activity. Tour length options available to the member, whether made before transfer or after being received aboard the new duty station, directly affect the PRD. Therefore, it is essential that all such decisions be reported immediately by the transferring command or within 90 days after reporting for duty by the receiving command. Such reports shall be submitted to the cognizant Assignment Control Authority including circumstances and a recommended PRD.

4.043 RECORDING. As a result of detailer actions the PRD will be reflected in the activity's EDVR.

4.05 OVERSEAS TOUR LENGTHS.

Overseas tour lengths are the normal periods of time established for duty at specific locations outside the contiguous forty-eight United States and the District of Columbia. Time creditable on an overseas tour begins with the day of departure from the forty eight states if service member is not taking leave outside CONUS. For members taking leave outside CONUS, the area tour will

commence upon termination of leave. In the case of personnel whose overseas duty is the result of the change of homeport of a vessel, or with the commissioning crew of a vessel to be home ported outside the United States, the overseas duty commences on the effective date of the overseas location becoming the homeport of the vessel regardless of location of the vessel on that date. In the case of personnel who report overseas without family members and the movement of family members is subsequently authorized, Commanding Officers shall, upon arrival of family members and after such family members have been recognized as command-sponsored family members in accordance with this chapter and any supplemental instructions issued by the area commander, report such designation to the appropriate distribution commander (COMNAVPERSCOM). The tour length shall be adjusted to that prescribed for members with family members, or to provide for one year's service at the overseas station, computed from the date of recognition of family members as command-sponsored, whichever is considered to be in the best interests of the service.

- Naval personnel assigned to duty with units of the Fleet Marine Forces will be toured in accordance with pertinent Marine Corps directives.

- Tour lengths for Nuclear qualified operators and Trident technicians are currently excluded from the provisions of this Article. Tour lengths for such personnel will be dictated by situational requirements.

- Tour length for career Sailors assigned to submarines permanently homeported in Guam will be 36 months.

- Tour length for first-term Sailors assigned to type 4 duty in Bahrain will be 24 months.

- Detailed guidance concerning tour lengths for personnel assigned to units transitioning to Type 4 duty is provided in Article 4.054.

4.051 TYPES OF OVERSEAS TOUR LENGTHS. Overseas tour lengths are set forth in Figure 4A and categorized as follows:

- Accompanied: Assigned to personnel accompanied by command-sponsored family members and to some personnel who have no family members, as indicated below.

- All others: Assigned to personnel not accompanied by command-sponsored family members.

- Overseas tour lengths, for personnel accompanied by family members for whom recognition as command-sponsored has been approved, will be established as the accompanied tour prescribed in Figure 4A, except as may otherwise be provided in this Chapter. Tour lengths for personnel not having family members eligible for transportation at government expense will be established as the "all others" tour prescribed in Figure 4A, except as provided for otherwise in this Chapter. The above, however, is not necessarily applicable in the case of personnel assigned to missions in Latin America or Naval Attaché personnel.

Tour lengths for enlisted personnel assigned to non-rotated ships or afloat staffs, who are accompanied by command-sponsored family members, will be established as the afloat accompanied tour for the unit as prescribed in Article 4.05(minimum Prescribed DOD tour).

- Involuntary overseas tour extensions may be assigned only by COMNAVPERSCOM under the following circumstances:

- First term personnel - see article 3.20.

- Personnel with over 4 years active service on date of issuance of orders (TC Number), who have no family members, are not married to another service member, and are assigned to an overseas area with an accompanied tour of 36 months, will be assigned the shorter "all-others" tour prescribed for the area. However, they will be allowed the option of serving the "accompanied by family members" tour. See Article 4.0511 for Hawaii tours. (Article 4.05 has additional information on Type 4 units.)

-- This tour length option, whether exercised before transfer or after reporting on board the new overseas duty station, directly affects PRD. Therefore, it is essential personnel electing the "accompanied by family members" tour option be reported immediately by the transferring command or within 90 days after reporting for duty by the receiving command. Such reports shall be submitted to the cognizant Assignment Control Authority via message.

-- The maximum involuntary extension for shore duty in overseas areas having an accompanied tour will be 11 months. Only personnel whose EAOS is within 11 months after PRD from the member's current area tour and do not acquire necessary obligated service (12 months) for return to CONUS will be involuntarily extended.

-- The maximum involuntary extension for shore duty in an overseas area where family members are restricted will be six months. Only personnel whose EAOS is within 6 months after the PRD from the member's current area tour may be considered for involuntary extension.

-- The maximum involuntary extension for sea duty aboard a unit home ported in any overseas area will not exceed prescribed sea tour (PST) or EAOS whichever is least. Personnel whose EAOS is within 11 months after the PRD from the member's current area tour will be automatically extended to EAOS if necessary obligated service is not acquired for normal rotation.

-- Maximum involuntary extension of sea duty aboard vessels which operate in an overseas area for a contemplated period of one year or more despite having CONUS homeports will be 3 months. OPNAVINST 4600.16C contains the full listing of such vessels.

-- The voluntary or involuntary extension of a member serving an overseas tour of duty in a "key MAAG position" as defined in the JCS/MOP 173, will be subject to the approval of the Assistant Secretary of Defense (International Security Affairs).

-- The voluntary or involuntary extension of a member serving an overseas tour of duty with a Defense Agency under the above provisions will be subject to the concurrence of the Defense Agency.

NOTE: Before involuntary extensions are imposed, members shall be given the opportunity to extend voluntarily their enlistment or contract periods to provide sufficient OBLISERV to complete a minimum tour of duty.

4.0511 HAWAII TOUR LENGTHS. Projected rotation dates for personnel assigned to duty in Hawaii will be established as follows:

- First term personnel will have their PRDs set in accordance with Articles 3.06 and 3.20.

- All others to coincide with their prescribed sea tour or normal shore tour, as appropriate, but in no case for less than three years.

- Required obligated service (Retainability) to execute orders is 36 months except for Kauai and the Pohakula Training area, which will be the required DOD area tour length as listed in Figure 4A.

As with all overseas assignments, the use of NAVPERS 1070/613 (Page 13) statements of intent to incur sufficient obligated service are not authorized.

4.0512 DOUBLE SEA DUTY CREDIT FOR GUAM AND LA MADDALENA HOMEPORTED (USS) SHIPS. Enlisted members (first termers are not eligible) who extend their tours by at least one year on Guam and La Maddalena homeported ships receive double sea days credit for the period of the one year extension. Additionally, members may be eligible to receive the benefits of Overseas Tour Extension Incentives Program for the one-year extension as outlined in Article 4.11.

4.0513 KEY BILLETS. Key billets shall be limited to those positions where the continued presence of a member is determined to be absolutely essential to the mission of the activity or the unit or to the U.S presence in that area. Such designations shall require the member to serve 24 months even if they decline to serve the tour accompanied, and shall be established only at overseas duty stations IAW DOD Instruction 1315.7.

4.052 TOUR LENGTH OPTIONS.

- Options. During the interview conducted in compliance with Article 4.013, members shall be given the opportunity to elect whether they desire to be accompanied by family member(s), serve in an unaccompanied status, or postpone their decision until after reporting to their overseas duty station. However, such delayed decision must be made not later than 90 days after reporting. PRDs established in accordance with Article 4.041 will remain in effect unless the member exercises one of the options within 90 days after reporting. Members not making a tour election within 90 days after reporting will be presumed to have elected to serve in an accompanied status. However, members who desire to delay their decision to serve accompanied or not until after reporting into their new overseas permanent duty station are cautioned regarding entitlements to family member transportation and personal property shipment/ trailer allowance. In accordance with the provisions of JFTR, Vol. I and OPNAVINST 4650.15, any such entitlements exercised prior to the decision regarding tour length could jeopardize further entitlements for family member travel and personal property to the overseas area.

- Selection. The Commanding Officer shall cause the following service record entries to be made on page 13 when the member indicates a decision has been reached regarding options available:

Date: "I fully understand the contents of ENLTRANSMAN, Article 4.0521 and have elected the "with family member(s)" "all others" (as applicable) tour prior to my transfer from my present duty station."

Member's Signature

Witnessed: J. DOE
LCDR, USN, Personnel Officer

OR

Date: "I fully understand the contents of ENLTRANSMAN, Article 4.0521 and desire to make my election of an "all others" "with family member(s)" (as applicable) tour within ninety days after I report to my new duty station".

Member's Signature

Witnessed: H. CARY
LCDR, USN, Personnel Officer

- In the case of personnel ordered to duty at an overseas land station when the "all others" tour is chosen, orders assigning the member will be endorsed by the member's Commanding Officer to include the following statement in order to confirm his/her entitlement to the family separation allowance, as prescribed in OPNAVINST 4650.15, family member's travel, and shipment of household goods in accordance with JFTR, Vol. 1, and OPNAVINST 4650.15.

Date: "In consideration of assignment to serve an "all others" tour in accordance with OPNAVINST 1300.13, family members' travel to (overseas duty station) at government expense is not authorized."

Member's Signature

Witnessed: H. CARY
LCDR, USN, Personnel Officer

- If the "all others" tour is selected by the member after detachment from their present duty station and prior to departure from CONUS, a request for necessary modification of orders will be submitted to COMNAVPERSCOM (PERS-40) or EPMAC as appropriate.

- If, after choosing an "all others" tour and orders have been endorsed accordingly, the member changes his mind and desires the longer with family members tour, member may submit a request to COMNAVPERSCOM (PERS-40). The request will normally not be approved in any instance where the member has already been furnished transportation of family members and/or household effects at government expense to a place designated by the member or had received a trailer allowance in connection with their first election to serve unaccompanied. If the request is approved, an approval will be indicated by a modification of the member's orders deleting the statement required above. In addition, a page 13 entry shall be made in the service record of enlisted members. The member may then request entry approval and transportation of family members in the normal manner. After arrival of family members, the regular report of command-sponsorship of family members and request for tour adjustment will be submitted. It is emphasized that such member must have sufficient contractual OBLISERV to complete the accompanied tour length.

- After a member has made an initial option to serve a with family members tour and, prior to commencement of family member travel or shipment of household effects to the overseas location, bona fide reasons subsequently prevail in the member's domicile to warrant an "all others" tour, the member may submit a request via member's Commanding Officer to COMNAVPERSCOM (PERS-40) for consideration. This will also include cases where the member did not make the "all others" tour election within the 90 day limit. Since personnel assignments for overseas billets require advance planning and an ensuing necessary time delay, late requests for the "all others" tour, submitted later than the 90 day period, if approved, would probably result in a greater tour length than the normal "all others" tour but shorter than the "accompanied tour". If the member's request is approved, COMNAVPERSCOM will adjust the tour rotation date accordingly, and entries shall be made on the member's orders and on page 13 in the service record of an enlisted member.

- Personnel, whose family members were furnished early return transportation from the member's overseas duty station under the provisions of JFTR, Vol. 1, Chapter 5, part U will be required to complete the prescribed accompanied tour. Tour adjustments may be approved by the COMNAVPERSCOM only in situations of bona fide hardships. Requests for such adjustment should include all pertinent information, including the reasons surrounding early return of the member's family members.

- Since the "all others" tour is also applicable to personnel assigned to non-rotated ships or afloat staffs with homeports outside the contiguous forty-eight United States and the District of Columbia, each member ordered to such units home ported overseas shall be given an opportunity to indicate whether member desires to request transportation of family members to the overseas homeport. If member chooses not to request such transportation, orders shall be endorsed as follows, and an appropriate entry shall be made on page 13 of enlisted member's service record:

Date: "In accordance with ENLTRANSMAN Chapter 4, family members' travel to (overseas homeport) at government expense is not authorized".

Witnessed:

Member's Signature

M. Melvin

LTJG, USN, Personnel Officer

Such endorsement will provide the member the same entitlements as are available to members electing "all others" tours at overseas land stations. The member may defer having this endorsement entered into orders until 90 days after arrival at member's overseas command. The same basic procedures outlined above, with respect to entry or removal of "all others" endorsements on orders of personnel ordered to overseas land stations, apply to members desiring entry or removal of this endorsement.

4.053 EXTENSION OF OVERSEAS TOURS. An extension of an overseas tour is an authorized voluntary increase beyond the appropriate ("accompanied" or "all others") tour prescribed for the area. (See Article 4.11 for Incentives for Extension of 12 months or more).

4.0531 Requests for non-OTEIP extension of overseas tours shall be forwarded to the appropriate Assignment Control Authority as follows:

- PERS-408: Requests from all CT personnel.

- PERS-40 (Copy to EPMAC): Requests from all petty officers, designated strikers, and CN, HN, and DN personnel.

- EPMAC: Requests from all non-designated SN, FN, and AN personnel.

4.0532 Requests for overseas extensions are encouraged, but must be considered on a case basis. An important factor to be considered is whether other members of the same rate/rating serving on sea duty desire rotation overseas and are otherwise qualified.

4.0533 Requests should be submitted 8-12 months but not less than 6 months prior to current PRD utilizing the Enlisted Personnel Action Request (NAVPERS 1306/7). Requests must include a positive recommendation by the Commanding Officer indicating the desirability of the member's continued service overseas.

4.0534 When the new PRD appears on an EPAD, message or in the EDVR, appropriate entries will be made on page 5 of the member's service record citing the EDVR or the TC number of the EPAD as authority.

4.0535 Those members assigned to Type 2 ships/units (listed in OPNAVINST 4600.16) which are operating in an overseas area for a contemplated period of one year or more have PRDs established to provide 12 month tours. This sometimes results in establishment of PRDs which do not coincide with EAOS and do not provide sufficient remaining OBLISERV for cost-effective follow-on reassignment of non-careerists (Careerists will OBLISERV IAW orders for follow-on tour length). The following options are available to non-careerists assigned to those units whose PRDs are within 12 months of EAOS (requests shall be submitted as indicated in Article 4.0533):

- 1-3 months remaining - Elect to be transferred for separation at PRD. When separating members under such circumstances cite MILPERSMAN 1910-104 as authority.

- Voluntarily extend PRD to coincide with EAOS and be transferred for separation at new PRD.

- 4-11 months remaining - Be reassigned at PRD.

- Voluntarily extend PRD to 3 months or less prior to EAOS and be transferred for separation at new PRD. When separating members under such circumstances cite MILPERSMAN 1910-104 as authority.

- 12 months or more remaining - Be reassigned at PRD.

4.0536 EARLY OUTS FROM OVERSEAS. Rigid overseas tour length restrictions sometimes result in the establishment of PRD's which do not coincide with EAOS and do not provide sufficient remaining OBLISERV for cost effective follow-on assignments of non-careerists (careerists are reassigned without regard to OBLISERV). Reassignment options for such non-careerists serving in all overseas areas who have completed the prescribed area tour, and whose PRD is within 12 months of EAOS are as follows (requests shall be submitted as indicated in Article 4.0531).

- Voluntarily extend PRD to coincide with EAOS.

- Voluntarily extend PRD within 30 days or less of EAOS and be transferred for separation at new PRD. When separating members under these circumstances, cite MILPERSMAN 1910-104 as authority.

- Be reassigned at PRD. It should be noted that in the interests of cost effectiveness, such reassignment would most likely be to a Type 2 duty deployed to the overseas area in the case of male personnel, and the least expensive move possible in the case of female personnel.

Within the guidelines of MILPERSMAN 1910-104, commanding officers are authorized to separate members who have completed the area tour and are within 30 days of EAOS. Commands are cautioned, however, that in cases of necessity, (i.e. manning requirements, etc.), the provisions of Article 4.051 may prevail. Further, if member's PRD and EAOS coincide, the area tour has been completed, and has been granted an early separation prior to PRD, a relief may not be provided until normal PRD time frame.

4.054 UNITS TRANSITIONING TO OVERSEAS LOCATIONS. As soon as it becomes known that a sea unit will change status, the Manning Control Authority (or EPMAC) will direct the commanding officer of the unit to provide to EPMAC (copy to COMNAVPERSCOM) a listing of all personnel who are planned to be on board on the effective date of the change. This listing will identify those personnel who do desire to remain on board to complete an overseas tour (VOL), those who do not desire to remain on board (NON-VOL), and those who are not qualified for overseas service in accordance with OPNAVINST 1300.14 (NON-QUAL). In each case special procedures will be developed between COMNAVPERSCOM and EPMAC to provide replacements for all NON-QUALS and as many NON-VOLS as possible. Transitioning of units to overseas locations shall be considered in two distinct categories:

CATEGORY 1: Transition from CONUS to an overseas location.

CATEGORY 2: Transition from an overseas location to CONUS incident to overhaul, conversion, or aircraft transition and return to previous overseas location.

4.0541 It is most desirable that units transitioning to overseas locations be manned with volunteers to the maximum extent feasible. However, it is often necessary to retain some non-volunteers on board to fill key billets during the transition period, to maintain crew stability and to man units in accordance with specified manpower level when sufficient volunteers are not available. Detailed guidance for determining volunteer/non-volunteer status of personnel, tour lengths, obligated service requirements, phased rotation plans, and eligibility for transportation of family members will be provided to the transitioning unit by letter or during a Crew Manning Conference. The following guidelines pertain to tour lengths for personnel assigned to transitioning units in category 1. Units transitioning in category 2 above are contained in Article 4.0544.

4.0542 Volunteers. Personnel who desire to accompany the transitioning unit to the new overseas location will complete the appropriate "accompanied", "all others tour" for the area. However, members who elect to bring their family members, POC, or HHG must remain attached to the unit for a minimum period of one year subsequent to the scheduled arrival of family members/POC/HHG at the overseas location, to receive these entitlements. Obligated service requirements will be in accordance with Article 4.021 and will be based on the effective date of the change of homeport/permanent duty station (HP/PDS). It is emphasized that personnel shall have sufficient obligated service prior to departure of the transitioning unit from CONUS, for the tour length elected i.e. Accompanied or All Others.

4.0543 Non-volunteers. Personnel who are not required on board during the transition period will be reassigned in accordance with Article 15.072 if the unit is designated sea duty. If the unit is designated shore duty, personnel will be reassigned in accordance with Article 15.071. Non-volunteer personnel who are required to remain on board during the transition period will not have their PRD involuntarily extended. Non-volunteers who choose to have their family member(s) accompany them to the new overseas location will be considered volunteers and have their PRDs adjusted to reflect an "accompanied-by-family members" area tour, or completion of PST whichever is least. Non-volunteers who elect to bring their POV, or HHG must remain attached to the unit for a minimum period of one year subsequent to the scheduled arrival of POV or HHG at the overseas location, to receive these entitlements.

4.0544 Since overhaul, conversion, or aircraft transition periods vary from six months to a period in excess of 17 months, transitioning units in category 2 must be considered as an exception to the normal transition policy. Normally, units returning to CONUS will receive a change of HP/PDS notice, which will assign, for the purpose of travel entitlements, a CONUS HP/PDS. Specific guidelines and procedures for personnel in category 2 will be provided to the transitioning unit by letter or during the Crew Manning Conference.

4.06 TOUR ADJUSTMENTS.

Requests for adjustments of overseas tours shall be submitted by letter to the Assignment Control Authority reflected in Article 4.0531. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are:

- Correction of erroneous PRDs.
- Personnel reporting without family members with movement of family members subsequently authorized.
- Family members arriving in a "tourist status" or are newly acquired and subsequently become "command sponsored" family members.
- Return of family members not at the option of member nor as a result of misconduct.
- Member voluntarily elects to serve accompanied tour.

4.07 ROTATION UPON COMPLETION OF OVERSEAS FAMILY RESIDENCY PROGRAM (OFRP) TOUR.

(OFRP units see Articles 4.0, 4.071 and 3.051 NOTE 2.)

Personnel will be rotated from overseas service in accordance with the prescribed rotation pattern. Preference data submitted on the Enlisted Duty Preference www.bupersaccess.navy.mil is considered by the detailee in determining the next assignment. Personnel completing tours at isolated duty stations, where the accompanied tour is 24 months or less and USNS ships (except USNS COMFORT and USNS MERCY) and units listed in OPNAVINST 4600.16 will normally be authorized 60 days leave, provided no excess leave is involved, en route to the next permanent duty station and every effort will be made not to assign these members to deployed units upon reporting.

4.08 COMMANDING OFFICER SHIPBOARD OPERATIONAL HOLD (OPHOLD) - TYPE 4 DUTY UNITS.

For the purpose of OPHOLDS, Type 4 duty units are considered to be on extended deployment and OPHOLD procedures specified in Article 3.14 are applicable.

4.09 ISOLATED DUTY TOURS.

All enlisted personnel being assigned to overseas isolated duty tours (geographic areas noted in Figure 4A where family members are not authorized and USNS ships (except USNS COMFORT and USNS MERCY) and units listed in OPNAVINST 4600.16) will be offered the option of reassignment to their previous CONUS duty station area or given an advanced assignment to the next duty station area in CONUS if they complete tour to PRD as assigned. Reassignment shall be based on valid requirements and in consonance with the appropriate sea/shore rotation. Enlisted personnel residing in government quarters in a CONUS fleet concentrated area who elects an overseas

unaccompanied tour where accompanied tours are authorized is entitled to a home basing guarantee IAW this article, and may maintain residence for his/her family in government quarters while serving their unaccompanied tour.

4.091 REASSIGNMENT OPTION SELECTION. Upon selection for an overseas isolated duty tour, the member may elect from the following options, subject to eligibility for available billets:

-- Return to area of previous CONUS duty station. Members electing this option may return to the area of their previous CONUS duty station. The intent is to permit geographic stability for member's family over three assignment periods.

-- Choice of the top half of the current requisition. Members electing this option must specify a requisition (LANT/PAC/COMNAVPERSCOM/RESERVE) and may choose an assignment for which they are eligible, or qualify for prerequisite training, from the top half of that requisition.

-- Options should be submitted by message or Duty Preference within 30 days of member's arrival at isolated duty tour.

-- Seabees are not eligible for the above options. See article 3.24.

The requisition process will provide visibility of available requirements nine months prior to the member's PRD. Detailers will be able to negotiate assignments, based on elected options, after that point.

Upon notification of guaranteed assignment, member is to sign the following Page 13 entry:

Date: "I understand that I am not to use my family member travel entitlements, shipment of HHGs (except those shipped to my isolated duty station for my use), non-temporary storage of HHGs (except members without family members) and with family member DLA. If I execute my entitlements, then my guaranteed assignment may be canceled or changed as the needs of the Navy dictate."

Member's Signature

Witnessed: M. G. MELVIN
LCDR, USN, Personnel Officer

4.092 NAVY QUARTERS. Refer to OPNAVINST 11101.13.

4.10 OVERSEAS ASSIGNMENTS FOR NUCLEAR TRAINED PERSONNEL.

Nuclear trained personnel are presently being assigned to overseas duty on Performance Monitoring Teams (PMTs), in RADCON division, nuclear planner or nuclear repair planner billet in overseas tenders. Upon completion of this tour, nuclear trained personnel will be assigned as per Article 9.33.

4.101 TOUR LENGTHS. Nuclear trained personnel and Engineering Laboratory Technicians (ELTs) will be assigned to those billets for the prescribed area tour as follows:

LOCATION	<u>ACCOMPANIED BY FAMILY MEMBERS</u>	<u>ALL OTHERS</u>
Holy Loch, Scotland	24	24
La Maddalena, Sardinia	24	24
Guam	24	24

Extension of duty beyond above tour lengths will not normally be granted.

4.11 OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP).

OTEIP offers eligible enlisted personnel the opportunity to receive their choice of one of three incentive options for extension of the DOD tour length for 12 months or more.

A. \$80 per month special pay for each month during the period of the extension; or

B. Thirty days Rest and Recuperative (R & R) absence during the period of extension; or

C. Fifteen days (R & R) absence plus round trip transportation at government expense from the location of the extended tour of duty to the port of debarkation CONUS and return during the period of extension.

NOTE: The elected OTEIP option may not be affected prior to the PRD extension becoming operative.

NOTE: An extension overseas required for command sponsorship of family members will not be used as an extension for eligibility under this program

The following enlisted personnel are eligible for OTEIP:

- All enlisted personnel serving on Type 3, 4 or 6 (personnel reporting on or after January 1, 1998 are eligible for OTEIP on Type 6 duty which was previously 6N) and Type 2 units in Hawaii. Personnel assigned to overseas duty, per OPNAVINST 1300.15 paragraph 6, will complete a DOD Tour, accompanied for those taking family members, unaccompanied for those who do not take family members, before being eligible for OTEIP.

NOTE: Personnel serving outside these areas on TAD in excess of 150 days during any 12 months period will not be eligible for OTEIP.

NOTE: A member assigned to a family member restricted tour location (NA/12 tour length) may elect either the OTEIP or Consecutive Overseas Tour (COT) leave travel. This is the only circumstance when a member has a choice. COT leave travel is earned when a member is assigned a complete DOD or SECNAV follow-on tour. OTEIP is earned for extensions of at least 12 months of the current tour.

The authority for the OTEIP incentives is SECNAVINST 1306.3 and DOD 7000.14-R (Financial Management Regulation).

A request for extension in an overseas area need not be for the same command. An extension of at least 12 months may be granted for a new command or permanent duty station if the new assignment meets the criteria of Prescribed DOD tour length. In these circumstances the extension must be for minimum of 12 or the unaccompanied tour length at the new area, whichever is greater. This exception is used in conjunction with a decommissioning or billet reduction. When a member is not being reassigned for a full DOD tour.

Requests for extensions are to be requested from COMNAVPERSCOM (PERS-40CC). No incentive option is to be granted without prior approval from COMNAVPERSCOM (PERS-40CC).

4.111 REQUEST PROCEDURES. To provide for centralized management and monitoring of the Overseas Tour Extension Incentives Program, all requests for voluntary extensions of 12 or more months will be submitted to COMNAVPERSCOM (PERS-40CC) not more than 12 months or less than 9 months prior to current PRD. The preferred method of submission is via BUPERS Access by command authorized users. For those commands without BUPERS Access capability, requests may be submitted via naval message (Figure 4J) or Enlisted Personnel Action Request (NAVPERS 1306/7). Processing times using 1306/7 are greater than with BUPERS Access or naval message. (Use one method for submission and do not resubmit requests unless the request is verified not received by PERS-40CC). Requests via naval message or 1306/7 must include the following:

- Recommendation by the Command.
- Member's elected Option (A, B, or C see Article 4.11).

4.112 Approval of all requests will be based on the following factors:

- Current manning and priorities (needs of the Navy).
- Need for member on a Type 2 or 4 Unit (shipboard duty), if on Type 3 duty.
- Status of relief and/or current availability.
- Timeliness of request submission (not more than 12 months or less than nine months prior to PRD).
- Need for member at a CNO priority requirement (Instructor, Recruiter).

COMNAVPERSCOM will endeavor to approve all extension requests for overseas duty stations, approval is not automatic and must be based on manning needs outlined above.

-- For elected incentive Option A authorize payment citing DOD 7000.14-R (Financial Management Regulations) as authority. A page 13 entry is required reflecting this transaction:

Date: "Authorized by SECNAVINST 1306.3, I desire to exercise incentive Option A, payment of which is authorized by DOD 7000.14-R (Financial Management Regulation), for my overseas extension of 12 months - for period _____ to _____."

Member's Signature

Witnessed: M. G. MELVIN
LCDR, USN, Personnel Officer

- For elected incentive Option B authorize rest and recuperative absence citing SECNAVINST 1306.3 as authority. A page 13 entry is required reflecting this transaction:

Date: "As authorized by SECNAVINST 1306.3, I desire to exercise incentive Option B, for my overseas extension of 12 months - for period _____ to _____."

Member's Signature

Witnessed: M. G. MELVIN
LCDR, USN, Personnel Officer

*Eligible personnel who elect incentive Option B may take 30 days during one period of absence, or over not more than three periods of absence, at the Commanding Officer's discretion. Option B must be used during operative period of extension and not to be used in conjunction with PCS transfer or separation leave.

-- For elected incentive Option C, accounting data will be provided in COMNAVPERSCOM OTEIP approval message. For members who elect to change from options A or B to option C, request appropriate accounting data by letter or message from COMNAVPERSCOM (PERS-40CC) not less than 30 days prior to commencement of travel. For those members serving on Type 4 units electing incentive option C, travel will originate from and return to the units homeport/base.

-- Message requesting accounting data for incentive Option C must indicate that the following page 13 entry has been signed by member:

Date: "As authorized by SECNAVINST 1306.3, I desire to exercise incentive Option C. I plan to travel during the period from _____ to _____. I understand that no per diem, meals or lodging are authorized in connection with this travel and that no transportation or per diem has been authorized for family members. I have read JFTR, Vol. 1, Chapter 7, Part J."

Member's Signature

Witnessed: S. L. FRANKLIN
LCDR, USN, Personnel Officer

Upon receipt of the accounting data, local command will prepare necessary travel orders citing the authority for 15 days rest and recuperative absence in accordance with Title 10 U.S.C. 705 (B) (2). TAD orders will reflect that "Travel by government air is directed where available; otherwise, commercial air authorized as arranged by a Navy Passenger Transportation Office (NAVPTO) or other designated direct port-call activity." In this regard, transportation will be obtained in accordance with normal procedures as specified in OPNAVINST 4650.15. Leave will commence/terminate at the appropriate CONUS port of debarkation/embarkation. Free baggage allowance is 2 pieces of checked baggage, each piece not to exceed 62 linear inches nor 70 pounds and 1 "carry on" bag not to exceed 45 linear inches. No excess baggage is authorized.

Return transportation should be arranged prior to departure of member from the overseas location. This may be accomplished by the overseas NAVPTO or other designated direct port-call activity.

Member is entitled to transportation under provisions of JFTR, par. U7300-B from the location of the extended tour of duty to the nearest port of embarkation providing travel to the United States thence to the nearest port of debarkation in the United States and return.

NOTE: 1306/7 (BUPERS Access version) should not be used for requesting OTEIP extensions.

NOTE: Upon receipt of OTEIP authorization message, Command Career Counselor (CCC) should maintain a copy on file in the CCC files, provide a copy to the personnel office/PSD holding the service record, and provide a copy to the service member concerned.

4.113 CHANGING OF INCENTIVE OPTIONS. It is realized that due to operations, schedules, and personal preference that a member may not, or cannot, use the originally elected option. If a member does not take advantage of the previously elected option, the incentive option may be changed by providing the following information to COMNAVPERSCOM (PERS-40CC):

-- Member has signed page 13 (NAVPERS 1070/613) agreement stating no portion of previously elected option has been received.

Samples of Page 13 agreements are as follows:

DATE: As authorized by ENLTRANSMAN 4.113, I desire to change my previously elected option from ____ to _____. I certify that I have used no portion of my previously elected option for the period of extension _____ to _____.

Member's Signature

DATE: Member authorized change of option from ____ to ____ for period of extension from _____ to _____.

M. G. MELVIN, PN1, USN
PERSOFF, BY DIR OF CO

Command authorized representatives may submit OTEIP change and cancellation requests via naval message, letter or 1306/7. Forward request to COMNAVPERSCOM (PERS-40CC).

Every effort must be made to ensure the member uses the entitled incentive option during the operative period of extension. Incentive options involving R & R absence cannot be used retroactively. Option "A" is the only retroactive entitlement and only payable with authorization from COMNAVPERSCOM (PERS-40CC). Requests for retroactive payment will be determined on a case basis and must include reason why option was not used during the period of extension.

NOTE: Requests for changing from OTEIP option A to another OTEIP option "will not" be authorized if the period of extension has already commenced.

NOTE: Naval message, 1306/7, 1306/7 (BUPERS Access version), and letter requests may be used for requesting cancellation of previous approved OTEIP extensions or requesting OTEIP option changes.

4.12 MARRIAGES ON DIEGO GARCIA.

Although marriage between military personnel on Diego Garcia is not prohibited as a matter of policy, continued assignment of both members on Diego Garcia cannot be accommodated. The following guidelines regarding marriages are established:

- When marriages do occur between Navy service members assigned on Diego Garcia, including marriages entered into during off island visits and CONUS leave, husband or wife will be immediately reassigned off-island duty, based on service needs.

- If marriage occurs between Navy service member and member of another service, Navy service member will be immediately assigned off-island duty based on service needs.

- If marriage occurs between Navy service member and host national, third country national, civil service or civilian contractor employee, Navy

service member will be immediately assigned off-island duty based on service needs.

4.121 DIEGO GARCIA ASSIGNMENT POLICY. Navy's practice of not assigning both members of a service couple to Diego Garcia simultaneously will continue.

4.122 PROCEDURES. The following procedures will apply to all members currently assigned or under orders to Diego Garcia:

- All members currently assigned or under orders to Diego Garcia will be counseled on the following:

- Accompanied quarters are not available, nor will provisions for joint occupancy be made.

- All follow-on assignment guarantees IAW provisions Article 4.09 of this manual will be void if action on part of individual (e.g., marriage) prevents individual from completing tour on Diego Garcia.

- All members currently assigned or under orders to Diego Garcia will be required to execute the following page 13 service record entry:

DATE: "I have read and fully understand the provisions of Article 4.12 of the Enlisted Transfer Manual. I am aware that follow-on assignment guarantee, authorized by Article 4.09 of the Enlisted Transfer Manual, will be invalid should an action on my part (e. g., marriage) prevent my completion of normal tour on Diego Garcia, as prescribed."

Member's Signature

WITNESSED: A. J. FEDERICK
LCDR, USN, Personnel Officer

4.13 PERMANENT CHANGE OF STATION TRAVEL FOR PERSONNEL ASSIGNED TO OVERSEAS HOMEPORTED SHIPS AND ACTIVITIES.

Personnel serving on ships or activities permanently home ported overseas usually experience personal hardships when executing a permanent change of station order while out of homeport. These members must use leave and travel time to return to homeport, arrange household goods shipment and await transportation to CONUS. During leave period, the member is not entitled to TLA and is required to bear out-of-pocket expenses while awaiting transportation. To alleviate these problems when transferring a member under permanent change of station orders while out of homeport, commanding officer is authorized to include on orders TEMDU FFT for a period not to exceed 10 days at homeport of ship awaiting transportation to ultimate duty station.

OVERSEAS DUTY TOUR LENGTHS FOR PERSONNEL PERMANENTLY LOCATED OUTSIDE
THE 48 CONTIGUOUS STATES(OTHER THAN THE DEFENSE ATTACHE SYSTEM)

Country or Area	Tours in Months (See Note A)	
	Accompanied by Family members	All Others
ALASKA (except as indicated).....	36	36
Adak	N/A	12
AMERICA SAMOA	N/A	12
ARGENTINA	36	24
AUSTRALIA (Except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Woomera	24	15
AUSTRIA	36	24
BAHAMAS		
Andros Island	24	24
BAHRAIN	24	12
BELGIUM	36	24
Beatrix	N/A	12
BELIZE	24	12
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANNA	24	12
BRAZIL	36	24
CAMBODIA.....	N/A	12
CANADA (Except as indicated)	36	24
Goose Bay, Labrador.....	24	12
Argentia	24	18
CHAD.....	24	12
CHILE	36	24
COLOMBIA	24	18
COSTA RICA	36	24
CUBA		
Guantanamo	30	18
Marine Barracks.....	24	12

FIGURE 4A-1

CYPRUS.....	24	18	
DENMARK (except as indicated)	36	24	
Greenland (Kalaallit Nuaat)	N/A	12	
DIEGO GARCIA	N/A	12	
DOMINICAN REPUBLIC	36	24	
EGYPT	24	18	
Sinai	N/A	12	
EL SALVADOR	N/A	12	
FRANCE	36	24	
GERMANY	36	24	
Donaueschingen.....	24	12	
GIBRALTAR	36	24	
GREECE (Except as indicated)	24	15	
Argyroupolis, Araxos, Drama, Hortiatis,			
Levkas, Perivolki, Yiannitsa.....	N/A	12	
Crete	24	18	
Souda Bay	N/A	12	
Larissa.....	24	12	
GUAM	24	24	
EODMU 5 UIC(30215)	36	36	
Submarines.....	36	36	D
GUATEMALA	36	24	
HAWAII (Except as indicated)	36	36	B, E
Kauai	30	18	
Pohakuloa Training Area.....	24	18	
HONDURAS.....	N/A	12	
HONG KONG	36	24	
ICELAND	30	18	
Marine Barracks	24	12	
Hofn	N/A	12	
INDONESIA	24	12	
ISRAEL.....	24	12	
ITALY (Except as indicated)	36	24	
Ghedi, Martina Franca, Mt. Corna, Mt. Venda			
Rimini.....	24	18	
Poggio Renatico.....	24	12	
Crontone, Mt Vergine.....	24	15	
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo,			
Mt. Paganella, Piano di Cors.....	N/A	12	

FIGURE 4A-2

Sicily.....	36	24
Comiso.....	24	12
(UIC 47125)	24	18
Pachino Target Range Marza, Sicily		
(UIC 47201)	N/A	12
Sardina		
La Maddalena	24	24
Decimomannu AB	24	15
JAMAICA	24	12
JAPAN (Except as indicated)	36	24
Akizuki Kure.....	24	12
Ie Shima, Okuma, Seburiyama, Kuma Shima,		
UIC 41654, 41975.....	N/A	12
JOHNSTON ATOLL	N/A	12
JORDAN(except as indicated).....	24	12
Amman.....	24	18
KENYA		
Nairobi.....	24	18
Mombasa.....	24	12
KOREA (except as indicated).....	N/A	12
Camp Carrol, Camp Humphreys, Camp Market,		
Camp Red Cloud, Camp Walker, Chinhae,		
Hialeah, K-2 AB, Kimhae, Osan AB,		
Pusan, Pyongtaek, Seoul, Taegu,		
and Yongsan	24	12
KUWAIT	24	12
LAOS.....	N/A	12
LIBERIA.....	24	18
MEXICO.....	24	18
MIDWAY ISLAND	N/A	12
MOROCCO(except as indicated).....	24	15
Casablanca.....	24	12
Errachidia.....	N/A	12
NETHERLANDS(except as indicated).....	36	24
Aruba.....	24	18
NEW ZEALAND	36	24
NICARAGUA.....	24	18
NIGER.....	24	12
NORWAY	36	24

FIGURE 4A-3

OKINAWA (Except as indicated)	36	24
MCAS Futenma, MCB Camp S.D. Butler	36	12
UICs 44577,44578, 48094, 55211,57079, 67360, 67436, 1st MAW FMF PAC	36	12
OMAN.....	24	12
PAKISTAN	24	18
PANAMA (except as indicated).....	36	24
Galeta Island	24	18
Fort Sherman	N/A	12
UIC 47560, 47215	24	12
PERU	30	18
PHILIPPINE ISLANDS (Except as indicated)....	N/A	12
Manila(Metropolitan)	24	18
POLAND WARSAW	36	24
PORTUGAL(except as indicated).....	36	24
Azores.....	24	15
PUERTO RICO (Except as indicated)	36	24
Ponce (FT Allen), Isabelala.....	36	18
Vieques Island.....	N/A	12
QATAR	24	12
ROMANIA BUCHAREST	24	24
SAUDI ARABIA	24	12
SINGAPORE	36	24
SOMALIA.....	24	12
SPAIN (Except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, Villatobas.....	30	18
El Ferrol.....	24	24
Sonseca.....	24	18
Moron AB	24	15
Santiago.....	N/A	18
Balearic Island, Gorremandi.....	N/A	15
Adamuz, Ciudad Real, Estaca DeVares.....	N/A	12
SUDAN.....	24	12
THAILAND (except as indicated).....	24	18
Bangkok.....	36	24
TUNISIA.....	24	18
TURKEY(except as indicated).....	24	15
Elmadag, Karatas, Malatya.....	24	12

FIGURE 4A-4

Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzururum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirinclik, Sahihtepe, Sinop, Yumurtalik.....	N/A	12
UNITED ARAB EMIRATES	24	12
UKRAINE	24	12
UNITED KINGDOM (Except as indicated)	36	24
RAF Flyingsdales.....	24	18
Machrihanish(Scotland).....	24	18
UPPER VOLTA.....	24	12
URUGUAY.....	36	24
U.S. TRUST TERRITORY OF THE PACIFIC ISLANDS(as indicated)		
Northern Marianas		
Saipan.....	24	12
Marshall Islands		
Enewetak Atoll.....	N/A	12
Kwajalein Atoll.....	24	18
U.S. OTHERS(as indicated)		
San Clemente Island, California	N/A	24
San Nicholas Island, California	N/A	18
VENEZUELA.....	24	18
VIETNAM.....	N/A	12
VIRGIN ISLANDS.....	36	24
WAKE ISLAND.....	N/A	12
WEST INDIES(as indicated)		
Antigua.....	24	12
Anguilla.....	24	18
Barbados.....	36	24
St. Lucia.....	N/A	12
ZAIRE(as indicated)		
Bukava, Kinshasa, and Lubumbashi.....	24	12

NOTES:

(A) Where the tour length specified in a government-to-government contract differs from the specified tour length, the individual concerned will serve for the contract period. For example, members assigned to the Personnel Exchange Program (PEP) serve a tour length as mutually agreed between the participating services. The above tour lengths therefore would not be applicable to PEP personnel.

Personnel with over four years active service on date of issuance of orders (TC Number), who have no family members, are not married to another service member, and are assigned to an overseas area with an accompanied tour of 36

FIGURE 4A-5

months in Figure 4A, will be assigned the shorter "all others" tour prescribed for that area. However, they will be allowed the option of serving the "accompanied by family members" tour.

This tour length option, whether exercised before transfer or after reporting on board the new overseas duty station, directly affects the PRD. Therefore,

it is essential that personnel electing the "accompanied by family members" tour option be reported immediately by the transferring command or within 90 days after reporting for duty by the receiving command. Such reports shall be submitted to the cognizant Assignment Control Authority via message.

(B) Minimum tour is 36 months, regardless of accompanied or unaccompanied status. No maximum tour length is prescribed.

(C) Tour length for first-term Sailors assigned to type 4 duty permanently homeported in Bahrain will be 24 months.

(D) Tour length for all career personnel assigned to submarines permanently homeported in Guam will be 36 months.

(E) See Article 4.0511.

FIGURE 4A-6

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT			
MEMBER'S NAME	SSN	DATE	
PRESENT SHIP/STATION	UIC	OVERSEAS LOCATION	UIC
NUMBER OF DEPENDENTS ()			
<p>PART I: COMMAND REVIEW - The purpose of the Command Review is to determine, via record review and personal interview, member and spouse/family member(s)' suitability for overseas duty/life in the assigned overseas location. (To be completed by Commanding Officer of transferring command.) Refer to ETM Article 4.012/OTM Article 4.2.</p>			
YES	NO		
1. []	[]	Has the member or any spouse/family member(s) previously been reassigned, prior to normal tour completion, due to their unsuitability?	
[]	[]	If "YES," does the reason for the previous reassignment still exist? (Explain in remarks section.)	
2. []	[]	Does the member have sufficient OBLISERV to complete the prescribed tour? If "NO", have the member reenlist (NAVPERS1070/601) or execute an extension (NAVPERS 1070/621) to incur sufficient OBLISERV, in accordance with Enlisted Transfer Manual Chapter 4. Page 13 entries for OBLISERV are prohibited. (OBLISERV MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDERS). For SRB issues see the current NAVADMIN.	
3. []	[]	(E5 and above) Does the member, spouse, or family member(s) have serious problems of indebtedness, credit loss or other financial problems which have not been reconciled with the creditor(s) or interested parties (i.e. bankruptcy)?	
[]	[]	(E4 and below) Has member completed debt-to-income (DTI) ratio screening IAW OPNAVINST 1740.5 (series), (Command Financial Specialist Training Manual 15608 (series))? If DTI ratio is 30% or greater, mark unsuitable or submit waiver IAW ETM 4.012.	
4. []	[]	a. Has the member been convicted for any civilian offense(s) (civil or criminal) within the last 24 months or had any involvement in any ongoing civil or criminal action?	
		b. Has spouse or any family member(s) been convicted for any civilian offense(s) (civil or criminal) within the last 24 months or have any involvement in any ongoing civil or criminal action?	
5. []	[]	Does the member or spouse/family member(s) have a record of any involvement with illegal drugs or alcohol within the past 24 months? (Exceptions are recent enlistees who received an enlistment waiver or from whom no waiver was required for enlistment). For alcohol related cases, if member has completed an education or early intervention program, they are suitable for overseas assignment.	
6. []	[]	Is the member or spouse/family member(s) involved in an open FAP (Family Advocacy Program) case that is still under investigation or for which treatment is still ongoing? (Any case/cases that has/have been adjudicated "Closed," shall not be considered disqualifying.)	
		a. In any case, does local FAP representative favorably endorse member with family members for overseas duty?	
7. []	[]	Was the member's spouse previously a member of the armed forces? If yes, and the characterization of separation was other than "Honorable," explain in the remarks section.	
8. []	[]	Does member/spouse have legal custody of all accompanying minor family members?	

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(1)

MEMBER'S NAME	SSN	DATE
<p>YES NO</p> <p>9. [] [] Are any of the member's family members covered in a custody agreement? If "NO," go to question 10.</p> <p style="margin-left: 40px;">[] [] a. Does agreement prevent removal of family members from CONUS without prior court approval or agreement between the interested parties? If "NO," go to question 10.</p> <p style="margin-left: 40px;">[] [] b. Has member obtained prior court approval of requisite agreement from other interested party for removal of family members from CONUS, if required by state law? (Please note: Navy policy does not require a separate agreement if not required by state law.)</p> <p>10. [] [] Failure of PFA (formally PRT): will not limit assignment except when member cannot OBLISRV to complete prescribed tour length.</p> <p>11. [] [] (Single parents/military couples with family members.) Have family member care requirements been met in accordance with OPNAVINST 1740.4 series?</p> <p>NOTE: While the unique situation of single parents with family members is not in itself disqualifying, this fact should be pointed out upon submission of message certification of screening to NAVPERSCOM (PERS-40)/(EPMAC.)</p> <p>12. [] [] FOR PERSONNEL E-3 AND BELOW: Has the member been counseled that personnel in these paygrades, having family members, will not be assigned accompanied overseas duty? Members can be assigned unaccompanied based on readiness needs. (NOTE: Single E-3 and below who acquire (a) family member(s) en route and bring them without dependent entry approval/command sponsorship along, will most probably return them at personal expense and serve the complete area tour unaccompanied.)</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Member's signature</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div> <p>13. [] [] Has member received an unsatisfactory or marginal performance mark in the last two (2) years. (progressing or recommended on evaluation report and promotable or above on FITREP are suitable)</p> <p>14. [] [] Has member and adult dependents received "Level I" Antiterrorism - Force Protection (Level III for O-5/O-6 Commanding Officer Awareness Training), prior to transfer, and recorded on Page 13? (Contact your local Family Service Center if training is not available at your command)</p> <p>I, _____, am aware that the failure to divulge disqualifying information or amplifying information (medical/dental/personal) pertaining to the questions on this checklist may ultimately result in disciplinary action punishable under the UCMJ.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 33%; border-top: 1px solid black; padding-top: 5px;">MEMBER (Signature)</div> <div style="width: 33%; border-top: 1px solid black; padding-top: 5px;">DATE</div> <div style="width: 33%; border-top: 1px solid black; padding-top: 5px;">MEMBER (Name, Rank/Rate)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 33%; border-top: 1px solid black; padding-top: 5px;">INTERVIEWER (Signature)</div> <div style="width: 33%; border-top: 1px solid black; padding-top: 5px;">DATE</div> <div style="width: 33%; border-top: 1px solid black; padding-top: 5px;">INTERVIEWER (Name, Rank/Rate)/ (CMD Title)</div> </div>		

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(2)

MEMBER'S NAME

SSN

DATE

PART II: RECOMMENDATION OF COMMANDING OFFICER (OR OIC) OF MEDICAL TREATMENT FACILITY.

Based on the information available as a result of screening and on the capabilities of the Medical/Dental Treatment Facility in the area of assignment to which ordered, the following recommendation is forwarded:

1. Medical, dental and educational screening is conducted per BUMEDINST 1300.2.
2. Recommendation is based on a review of NAVMED 1300/1, Part I and II. One form is completed for each service and family member screened.
3. If a shaded block is checked on NAVMED 1300/1, coordination is required with the gaining MTF/DTF supporting the overseas, remote duty or operational location or with the senior medical department representative of an operational platform. Coordination must indicate whether or not required medical, dental or educational capabilities are available.
4. Family member screening is not required if an unaccompanied tour of 24 months or less (Exception: Screening is required for Diego Garcia/Souda Bay, Crete).
5. Do not forward sensitive medical or personal information with this form.

The following recommendations are made based on a review of each NAVMED 1300/1, Part I and II, and if required. The response from the gaining MTF/DTF or senior medical department representative of the gaining command:

YES NO

() () Service member is suitable for this assignment.

Family Members suitability for this assignment (provide names of depts. screened)

YES NO

YES NO

() () _____ () () _____

() () _____ () () _____

() () _____ () () _____

The following family members were referred for Exceptional Family Member Program (EFMP) enrollment:

Names: _____
(Do not delay screening for EFM determination.)

Signature of CO/OIC or Designee
of Medical Treatment Facility

Date

Print name of CO/OIC or Designee
of Medical Treatment Facility

PART III: COMMANDING OFFICER'S ENDORSEMENT

On the basis of all available information, I endorse _____ /I do not endorse _____
(check one) the member's orders for the overseas assignment.

Commanding Officer (Signature)

Date

Commanding Officer (Name, Rank)

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301 Departmental Regulations. The information will be used to assist officials and employees of the Department of the Navy in determining your future duty assignment. Completion of the form is mandatory except for duty and home phone numbers; failure to provide required information may result in delay in response to or disapproval of your request.

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(3)

MEDICAL, DENTAL AND EDUCATIONAL SUITABILITY SCREENING FOR SERVICE AND FAMILY MEMBERS

SERVICE MEMBER NAME	GRADE / RATE	SSN
FAMILY MEMBER NAME	FAMILY MEMBER PREFIX	SSN
NEXT DUTY STATION:	NEXT UNIT IDENTIFICATION CODE (UIC):	

PART I

Medical Screening. Completed by the medical provider to identify special needs and determine if a service or family member is suitable for an overseas, remote duty, or operational assignment. Complete the Report of Medical History (SF 93) and attach to this form.

Yes	No	N/A	ITEM
			1. All health records (military and civilian) reviewed?
			2. Physical examinations are current?
			3. G-6P-D, PPD and Sickle Cell trait test and Blood Type completed & documented?
			4. Immunizations are up-to-date and meet destination country requirements?
			5. Reference audiogram documented on DD 2215?
			6. Latest audiogram (DD 2216) reviewed?
			7. HIV testing completed or drawn?
			8. DNA testing completed and documented?
			9. Are there pending consults or tests that have a bearing on assignment suitability?
			10. Any past limited duty or medical board(s)? (document on SF 93)
			11. Pap smear and pelvic/breast examination within past year?
			12. Mammogram current (based on age)?
			13. Pregnancy screening (verbal inquiry)?
			14. If pregnant? (EDC:)
			15. If a Special Duty assignment, is there a condition, which by MANMED, chapter 15, section IV, is disqualifying?
			16. Are there any conditions requiring ongoing care in the following areas? (document on SF 93)
			a. Orthopedic conditions (e.g., chronic back, knee, joint pain or weakness)
			b. Cardiovascular conditions (e.g., chest pain/angina, arrhythmia, valve disease, infarction)
			c. Gynecologic conditions (e.g., chronic pelvic pain, abnormal PAP, breast mass)
			d. Neurologic conditions (e.g., seizure, pinched nerve, migraine, neuropathy)
			e. Respiratory conditions (e.g., asthma, RAD, chronic sinus, allergies)
			f. Mental health or behavioral conditions (e.g., depression, adjustment/personality disorder, ADD/ADHD)
			g. Recurrent or frequent medications (list on SF 93)
			h. Alcohol abuse or dependence
			i. Developmental concerns (e.g., motor, cognitive, communication, social/emotional, or adaptive development)
			j. Other conditions or concerns? (explain):
			17. For service/family members requiring medication in excess of 90 days: (if not applicable, check block and skip to #18)
			a. Is the patient in the maintenance phase of treatment?
			b. Should medication use cease, could the underlying condition become life threatening, pose a risk for dangerous or disruptive behavior or result in a limited duty, MEDEVAC, or early return situation?
			c. Is the medical staff at the gaining MTF/operational platform competent to manage the medication manipulation(s) if the underlying condition exacerbates?
			d. Can the pharmacy at the gaining MTF/operational platform obtain the medication for the duration of the assignment? Non-authorized medical allowance list (AMAL) medications may be provided by the supporting MTF for up to 180 days or obtained through the national mail order pharmacy program.

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Yes	No	N/A	ITEM
			18. For service/family members with underlying medical conditions: (if not applicable, check block and skip to #19)
			a. Is there a requirement for special medical supplies, adaptive equipment, assistive technology devices, special accommodations, etc.?
			b. If exposed to a physically or emotionally demanding environment, could the underlying condition become life threatening, pose a risk for dangerous or disruptive behavior, or result in a limited duty or MEDEVAC situation?
			c. Can the gaining MTF/operational platform provide the current required medical support?
			d. Can the gaining MTF/operational platform provide required medical support (diagnostic and therapeutic) if the underlying condition is exacerbated?
			e. Are there any chronic medical or mental health conditions requiring routine or continuing access to care or access to specialized medical care? (document on SF 93)
			f. If required, were potential environmental concerns and possible health effects communicated to each service and family member? (document on appropriate SF 600 overprint)
			19. For infants and toddlers (birth through age 2 inclusive) with a disability, is the child receiving or eligible to receive early intervention services as evidenced by an Individualized Family Service Plan (IFSP)?
			20. For preschool and school children (ages 3 to 21) with a disability, is the child receiving or eligible to receive special education and related services as evidenced by an Individualized Education Program (IEP) and Special Education Worksheet (NAVPERS 1754/4)?
			21. Other concerns? (specify)
<p>IF ANY OF THE ABOVE SHADED BLOCKS ARE CHECKED, QUERY THE GAINING MILITARY TREATMENT FACILITY OR MEDICAL DEPARTMENT SUPPORTING THE OVERSEAS, REMOTE DUTY OR OPERATIONAL LOCATION CONCERNING LOCAL CAPABILITIES TO PROVIDE REQUIRED SUPPORT. (attach reply)</p>			
Yes	No	IS THE SERVICE/FAMILY MEMBER SUITABLE FOR THE OVERSEAS, REMOTE DUTY OR OPERATIONAL ASSIGNMENT? (completed by a MTF designated military medical screener only)	
<p>Military Medical Screener (Signature) _____ Date _____</p> <p>Printed Name, Rank or Grade _____</p> <p>MTF or Duty Station _____</p> <p>Telephone Number (include area/country code) _____</p> <p>DSN Number _____</p> <p>Telefax Number (include area/country code) _____</p> <p>E-mail Address _____</p>		<p>Civilian Medical Screener (Signature) _____ Date _____</p> <p>Printed Name _____</p> <p>Address _____</p> <p>City, State, and Zip Code _____</p> <p>Telephone Number (include area/country code) _____</p> <p>Telefax Number (include area/country code) _____</p> <p>E-mail Address _____</p>	

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PART II

Dental Screening. Completed by the dental screener to assess and match the dental needs of service or family member to the support capabilities during an overseas, remote duty, or operational assignment.

Yes	No	N/A	ITEM
			1. All dental records (military and civilian) reviewed?
			2. Dental examinations are current?
			3. Is a reexamination required by a DTF if examined or treated at a non-Navy facility?
			4. If service/family member is in Dental Class 3 or 4, can dental treatment or examination be completed before the transfer?
			5. Is there a requirement for follow-on care such as orthodontics, implants, specialty prosthetics, etc.?
			6. Are there any chronic dental conditions requiring routine or continuing access to care or access to specialized dental care?
			7. Other concerns? (specify)
			<p><u>Dental Classifications:</u></p> <p>Class 1 - Patients who do not require dental treatment.</p> <p>Class 2 - Patients who have dental conditions that are unlikely to result in a dental emergency within 12 months.</p> <p>Class 3 - Patients who have dental conditions that are likely to cause a dental emergency in the next 12 months.</p> <p>Class 4 - Patients who require a dental examination either because: (1) No type 1 (comprehensive) or type 2 (annual or periodic oral) examination by a dental officer within the past 12 months or, (2) A patient's dental record does not exist, or the dental record is not held by the responsible dental treatment facility or Medical Department activity.</p>

IF ANY OF THE ABOVE SHADED BLOCKS ARE CHECKED, QUERY THE GAINING DENTAL TREATMENT FACILITY OR MEDICAL DEPARTMENT SUPPORTING THE OVERSEAS, REMOTE DUTY OR OPERATIONAL LOCATION CONCERNING LOCAL CAPABILITIES TO PROVIDE REQUIRED SUPPORT. (attach reply)

Yes	No	IS THE SERVICE/FAMILY MEMBER SUITABLE FOR THE OVERSEAS, REMOTE DUTY OR OPERATIONAL ASSIGNMENT? <i>(completed by a DTF designated military dental screener only)</i>	
Military Dental Screener (Signature) _____ Date _____ Printed Name, Rank or Grade _____ DTF or Duty Station _____ Telephone Number (include area/country code) _____ DSN Number _____ Telefax Number (include area/country code) _____ E-mail Address _____		Civilian Dental Screener (Signature) _____ Date _____ _____ <div style="text-align: center;"><u>Printed Name</u></div> Address _____ City, State, and Zip Code _____ Telephone Number (include area/country code) _____ Telefax Number (include area/country code) _____ E-mail Address _____	

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-451/PERS Code for Detailer//
EPMAC NEW ORLEANS LA//47// (for non-designated SN, FN & AN)
INFO Gaining Overseas Activity
Gaining Medical Treatment facility if medical problem identified.
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME, RANK RATE, SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e. DOC, LTR, GENADMIN/originator/DATE or Date-time-group//
NARR/REF A IS ENLTRANSMAN, REF B IS ORDERS (include TC no.), REF C IS (i.e.
correspondence to gaining medical treatment facility for availability of
service, etc., if applicable.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING IAW REFS A AND B HAS BEEN
COMPLETED. SNM (AND DEPENDENTS if applicable) ARE SUITABLE FOR OVERSEAS
ASSIGNMENT:
A. COMPLETE REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPERS
1300/16) WAS FILED IN MEMBER'S SERVICE RECORD AND SIGNED BY
NAME/RANK/TITLE/DATE.
B. SNM HAS SUFFICIENT OBLISERV (OR WILL INCUR) TO COMPLETE DOD AREA TOUR
LENGTH.
C. ANTI-TERRORISM TRAINING HAS BEEN COMPLETED AND FILED IN SERVICE RECORD
(INCLUDING DEPENDENTS).
2. __ NUMBER OF DAYS TO COMPLETE SCREENING (calculate from date of receipt of
Message or from SDS print date)//
BT

FIGURE 4C

REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-451/PERS Code for Detailer//
EPMAC NEW ORLEANS LA//47// (for non-designated SN, FN & AN)
Losing MCA
Gaining MCA
INTENDED OVERSEAS ACTIVITY
INFO Intended Medical Treatment facility that cannot handle member or family
BUMED WASHINGTON DC//31// (if medical unsuitability)
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME, RANK RATE,
SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e. DOC, LTR, GENADMIN/originator/DATE or Date-time-group//
NARR/REF A IS ENLTRANSMAN, REF B IS ORDERS (include TC no.), REF C IS (i.e.
correspondence to gaining medical treatment facility for availability of
service, etc., if applicable.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING IAW REFS A AND B HAS BEEN
COMPLETED. SNM IS UNSUITABLE FOR OVERSEAS ASSIGNMENT:
A. COMPLETE REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPERS
1300/16) WAS FILED IN MEMBER'S SERVICE RECORD AND SIGNED BY
NAME/RANK/TITLE/DATE.
B. APPROPRIATE PAGE 13 ENTRY WAS COMPLETED AND SIGNED BY
NAME/RANK/TITLE/DATE.
C. Reason for unsuitability
D. Request for waiver and state justification for waiver request if
applicable.
2. __ NUMBER OF DAYS TO COMPLETE SCREENING (calculate from date of receipt of
Message or from SDS print date)//
BT

FIGURE 4D

INTERIM REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-451/PERS Code for Detailer//
EPMAC NEW ORLEANS LA//47// (for non-designated SN, FN & AN)
INFO Gaining Overseas Activity
Gaining Medical Treatment facility if medical problem identified.
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/INTERIM REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME, RANK
RATE, SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e. DOC, LTR, GENADMIN/originator/DATE or Date-time-group//
NARR/REF A IS ENLTRANSMAN, REF B IS ORDERS (include TC no.), REF C IS (i.e.
correspondence to gaining medical treatment facility for availability of
service, etc., if applicable.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING IAW REFS A AND B IS IN
PROCESS. Explain reason for delay (Medical, Dental, etc.) and provide
estimated completion date.
BT

Provide an updated Interim Report every 30 days until suitability
determination can be made.

FIGURE 4E

OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN

FM PARENT COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-40DD/PERS-662/PERS-451/PERS Code
for Detailer//
EPMAC NEW ORLEANS LA//47// (for non-designated SN, FN & AN)
INFO MCA
PSD
ISIC
PREVIOUS DUTY STATION
BUMED WASHINGTON DC//31//
Others as appropriate
BT
UNCLAS //N01300//
MSGID/GENADMIN/PARENT CMD//
SUBJ/OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN ICO
NAME/RATE/SSN//
REF/A/DOC/COMNAVPERSCOM/DATE//
AMPN/REF A IS ENL TRANSMAN CHAP 4.//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SCREENING
AND/OR REQUEST FOR EARLY RETURN FROM OVERSEAS DUTY:
A. MEMBER: NAME, RATE/RANK, SSN
B. WAS REPORT AND SUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPER 1300/16)
FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING
NAVPER 1300/16.
C. PREVIOUS DUTY STATION AND UIC.
PREVIOUS MEDICAL TREATMENT FACILITY AND UIC.(if medical)
D. EXPLAIN FULLY THE REASON SNM/FAMILY MBR ARE CONSIDERED IMPROPERLY
SCREENED. INCLUDE THE FOLLOWING:
(1) DID THESE REASONS EXIST PRIOR TO TRANSFER FROM CONUS?
(2) WAS SERVICE MEMBER AWARE OF DISQUALIFYING FACTORS PRIOR TO
TRANSFER FROM CONUS?
(3) SHOULD THESE REASONS HAVE BEEN DETECTED IN OVERSEAS SCREENING
PROCESS?
E. (If applicable) WAS ENROLLMENT IN THE EXCEPTIONAL FAMILY MEMBER
PROGRAM INITIATED IAW CHAPTER 25 OF REFERENCE A?
F. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL
OVERSEAS? EXPLAIN FULLY.
G. IS SNM (AND/OR FAMILY MEMBERS) CONSIDERED marginally UNSUITABLE BUT
COULD CONTINUE OVERSEAS DUTY? EXPLAIN FULLY.
H. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED TO
CONUS EARLY? EXPLAIN FULLY.//
BT

***** NOTE 1. This form can be utilized for overseas screening deficiency reports and/or requests for early returns. Delete portions that are not applicable. Include additional information as appropriate to justify and support a decision to early return/reassign.**

A. OVERSEAS SCREENING DEFICIENCY REPORTS. Report of discrepancies in the screening process conducted by the previous duty station that do not require an early return. Submit to Screening Command and info COMNAVPERSCOM PERS-451/PERS-662, and MCA.

FIGURE 4F-1

B. REQUEST FOR EARLY RETURN (PERS-40/PERS-40DD/PERS-451/PERS-662)) Request for early return of family members and Service Member who were properly screened at time of transfer, but after transferring developed problems resulting in unsuitability for overseas duty and transfer is the only feasible solution.

C. OVERSEAS SCREENING DEFICIENCY REPORTS/REQUEST FOR EARLY RETURN (PERS-40/PERS-40DD/PERS-451/PERS-662) Reports discrepancies in the screening process conducted by the previous duty station that require an early return of the service member and/or family members after reporting to the receiving command.

FIGURE 4F-2

PERSONNEL ARRIVAL WITHOUT OBLISERV REPORT

FROM RECEIVING COMMAND
TO PREVIOUS DUTY STATION
PREVIOUS DUTY STATION PSD (IF APPLICABLE)//JJJ//
INFO COMNAVPERSCOM MILLINGTON TN//PERS45//
EPMAC NEW ORLEANS LA (if for NON-RATED SN/AN/FN)//47//
Manning Control Authority
BT
UNCLAS //NO1300//
MSGID/GENADMIN/RECEIVING CMD//
SUBJ/PERSONNEL ARRIVAL WITHOUT OBLISERV//
REF/A/DOC/COMNAVPERSCOM/DATE//
AMPN/ENLTRANSMAN CHAP 4//
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO TRANSFERRING COMMAND
FAILURE TO OBTAIN OBLISERV PRIOR TO PCS TRANSFER TO THIS COMMAND:
A. MEMBER: NAME/RATE/SSN.
B. TRANSFERRING COMMAND AND UIC.
C. TRANSFERRING COMMAND PSD AND UIC (IF APPLICABLE).
D. DATE RECEIVED
E. NAME/RANK/RATE/TITLE OF INDIVIDUAL SIGNING STANDARD TRANSFER
ORDER/DATE.
F. DATE OF ORDERS.
G. MEMBER WAS ____MONTHS SHORT OF REQUIRED ____MONTHS OBLISERV.
H. MEMBER HAS ELECTED TO/NOT TO INCUR OBLIGATED SERVICE.
I. AMPLIFYING REMARKS.//
BT

FIGURE 4G

LIST OF AREAS REQUIRING DEPENDENT ENTRY APPROVAL

<u>Area/Command</u>	<u>Submit Message Request To</u>	<u>Info Copy to New Duty Station</u>
Alaska		
Anchorage	HQ ALCOM ELMENDORF AFB AK	PERSUPP DET EVERETT WA
Elmendorf AFB	HQ ALCOM ELMENDORF AFB AK	PERSUPP DET EVERETT WA
Andros Island	AMEMBASSY NASSAU	PERSUPP DET NTC ORLANDO FL NAVUNSEAWARCEN DET AUTC ANDROS ISLAND BAHAMAS
Arab Republic of Egypt	Activity to which ordered	
Australia		
Sydney	USDAO CANBERRA ACT AS	COMNAVMARIANAS GUAM PERSUPP DET PEARL HARBOR HI
All other areas	USDAO CANBERRA ACT AS	PERSUPP DET PEARL HARBOR HI
Azores	Not required	
Bahrain	ADMINSUPU SWA BAHRAIN	COMUSNAVCENT
Belgium	Not required	
British Isles		
England		
Mildenhall	NAF RAF MILDENHALL UK	
St. Mawgan	NAVWPNSFAC ST MAWGAN UK	
Other	Not required	
Scotland	Not required	
Wales	Not required	
Cuba, Guantanamo Bay	COMNAVBASE GUANTANAMO BAY CU	PERSUPP DET GUANTANAMO BAY CU
Denmark	Not required	
Diego Garcia	Dependent travel not authorized	
Fiji	Not required	
France	Dependent travel to France not authorized except for: (1) MAAG personnel (entry approval not required), (2) ATTACHE personnel (see Note 2), (3) Department of State Guard personnel, French Institute of Higher Learning, Staff members of the Advisory Group for Aerospace Research and Development, (4) Dependents over the age of 14 are required to have an official passport and visa, (5) Toulon COMSIXTHFLT Rep.	

FIGURE 4H-1

Germany	Activity to which ordered	USN PERSUPPDET VAIHINGEN GE
Augsburg (Bad Aibling)	NAVSECGRUACT AUGSBURG GE	
Berlin/Frankfurt/ Munich	Activity to which ordered	
Bremerhaven	MSCO NOREUR BREMERHAVEN GE	
Pirmasens	CDR USAMMCE PIRMASENS GE	USN PERSUPP DET VAIHINGEN GE
Stuttgart	EUCOM SUPPORT ACTY VAIHINGEN GE//AETSSTG-U-HD//	USN PERSUPP DET VAIHINGEN GE
Greece	Dependent travel not authorized except Larissa.	
For Larissa (Tyrnavos)	USNSE/JCSC LARISSA GR	New Duty Station PERSUPP DET CUSERVDESK SOUDA BAY GR
Guam	Not required	
Hawaii		
Barking Sands	PACMISRANFAC HAWAREA BARKING SANDS HI	
Hong Kong	Not required	
Iceland	NAS KEFLAVIK ICE ATTN: CODE 90	PERSUPP DET KEFLAVIK IC

Concurrent travel and dependent entry approval will authorized for the following Navy billets: COMICEDEFOR/COMFAIRKE CO NAS, CHIEF OF STAFF FLEET AIR KEF, CO NAVCOMMSTA (0-6 ONLY), XO NAS. Concurrent travel and dependent entry approval will be authorized for the following non-Navy billets: CHIEF OF STAFF IDF and NATO EXCHANGE OFFICERS OF CANADA, DENMARK, NORWAY, HOLLAND and GREAT BRITAIN.

For those listed command billets, entry approval will automatically be forwarded to the detaching command by separate message upon receipt of orders by the appropriate command in Iceland.

Indonesia		
Jakarta		
For duty with DAO	USDAO JAKARTA ID	PERRSUPP DET WASHINGTON DC
For duty with OMADP	USDAO JAKARTA ID	PERSUPP DET PEARL HARBOR HI
For duty with NAMRU2	USDAO JAKARTA ID	PERSUPP DET CUSERVDESK SINGAPORE
Italy (Note 5)		
Gaeta	NAVSUPPACT GAETA IT	COMSIXTHFLT
Naples	Not required	
La Maddalena	NAVSUPPACT LA MADDALENA IT//10//	COMFAIRMED NAPLES IT//N1//
Sardinia	NAVSUPPO LA MADDALENA IT	COMFAIRMED NAPLES IT COMSUBGRU EIGHT
Sicily	Not required	COMFAIRMED NAPLES IT

FIGURE 4H-2

Japan		
Atsugi/Kami Seya/ Totsuka, CVW-5 and all squadrons	PERSUPP DET CUSERVDESK ATSUGI JA	PERSUPPACT PACIFIC YOKOSUKA JA
Misawa	PERSUPP DET MISAWA JA	PERSUPPACT PACIFIC YOKOSUKA JA
Iwakuni	MCAS IWAKUNI JA	PERSUPPACT PACIFIC YOKOSUKA JA PERSUPP DET SASEBO JA PERSUPP DET CUSERVDESK IWAKUNI JA
Okinawa (except Camp Butler)	PERSUPP DET OKINAWA KADENA JA	PERSUPPACT PACIFIC YOKOSUKA JA
Camp Butler/Third FSSG FMF PAC	CG MCB CAMP BUTLER JA	PERSUPPACT PACIFIC YOKOSUKA JA PERSUPP DET OKINAWA KADENA JA
Sasebo (including ships)	PERSUPP DET SASEBO JA	PERSUPPACT PACIFIC YOKOSUKA JA
Yokosuka/Yokohama/ Tokyo/Yokota (all ships)	PERSUPP DET YOKOSUKA JA	PERSUPPACT PACIFIC YOKOSUKA JA
Kenya		
Mombasa	KUSLO NAIROBI KE	
Korea		
Seoul/Pohang/ Pyongtaek/Yechon/ Taego	COMNAVFORKOREA SEOUL KOR	PERSUPPACT FE YOKOSUKA JA PERSUPP DET SEOUL KOR
Chinhae	COMFLEACT CHINHAЕ KOR	PERSUPPACT FE YOKOSUKA JA PERSUPP DET CUSERVDESK CHINHAЕ KOR
Kuwait	AMEMBASSY KUWAIT	
Malaysia	USDAO KUALA LUMPUR MY Entry approval is not required for personnel assigned to the U.S. Defense Attache Office (DAO) or Security Assistance Office of the DAO.	
Morocco	Not required	
Netherlands	Not required	
New Zealand All areas	USDAO WELLINGTON NZ	
Norway	Not required	
Portugal	Not required	

FIGURE 4H-3

Puerto Rico		
COMNAVFORCARIB	NAVSTA ROOSEVELT ROADS RQ	PERSUPP DET ROOSEVELT ROADS RQ
COMNAVBASE ROOS RDS	NAVSTA ROOSEVELT ROADS RQ	"
USCOMSOLANT ROOSEVELT ROADS PR	NAVSTA ROOSEVELT ROADS RQ	"
NAVCOMMSTA PUERTO RICO	NAVSTA ROOSEVELT ROADS RQ	"
NAVSECGRUACT SABANA SECA	NAVSTA ROOSEVELT ROADS RQ	"
Republic of China	Activity to which ordered	
Saudi Arabia	CHUSMTM MEDI DHAHRAN SA	CHNAVSECMTM RIYADH SA
Singapore (Note 6)	NAVREGCONTNEN SINGAPORE	PERSUPPACT PACIFIC YOKOSUKA JA USDAO SINGAPORE PERSUPP DET CUSERVDESK SINGAPORE
Spain		
Madrid	PERSUPP DET ROTA SP	ODC MADRID SP
All other areas	Not required	
Sri Lanka	USDAO COLOMBO CE	
Switzerland	Not required	
Taiwan (see Republic of China)		
Thailand (see notes 1 and 2)		
Turkey		
Ankara	ODC ANKARA TU//ALD-A	
Izmir	COMSTRIKFORSOUTHREPIZMIR JSG IZMIR	

Note 1: For area entry approval of all personnel assigned to MAAG/MISSION/MILITARY GROUPS, submit request to the new duty station.

Note 2: Area entry approval for dependent travel of ATTACHE personnel is not required.

Note 3: Navy personnel ordered overseas with the Personnel Exchange Program (PEP) should liaison with the gaining command to determine if dependent entry approval is required.

Note 4: For personnel assigned to areas not mentioned above, submit request for dependent entry approval to new duty station.

Note 5: PASSPORTS with appropriate Italian VISA's are required for all dependents traveling to Italy.

Note 6: PASSPORTS are required for all family members traveling to Singapore. Passport information for all family members traveling to Singapore is required to be included in Family Entry Approval Request.

FIGURE 4H-4

MESSAGE FORMAT FOR FAMILY ENTRY APPROVAL REQUESTS

Item	Information Required	Remarks
A.	Rank/Rate/Civilian Rating.	Navy Rank/Rate or Civilian Rating. (If E-4, state date of rate).
B.	Name.	Complete last name, first name, middle initial.
C.	Date of marriage, names of family members, and dates of birth of children. For dependent parents enter date of letter from DFAS approving dependency.	For example, DOM Sep 83; HUSBAND; Terry; SON; Matthew, DOB 21 Jul 86; SON; Christopher, DOB 17 Nov 87; MOTHER, Eileen, 4 Jan 31. Exclude sponsor.
D.	Nationality of sponsor and family members.	Enter current citizenship of sponsor and family members.
E.	Origin duty station.	Enter geographical location of present duty station. In the case of ships, enter the homeport. See OPNAVINST 3111.14V (NOTAL)
F.	Address of family members.	Enter telephone number and current mailing address, including ZIP code and country where family members are now located.
G.	Date departed CONUS.	If serving on overseas duty, enter date member departed CONUS for present duty. If second consecutive overseas tour, indicate whether voluntary or involuntary. (If not applicable indicate "N/A").
H.	Months separated from family members. **Applies only to personnel assigned to a command or unit that is physically separated from homeport for operational or training purposes. Deployment does not include TEMADD or shipyard time away from homeport.	Serving in a Fleet Unit and deployed ** for 6 or more consecutive months during the previous 12 months, or for 3 or more consecutive months during the previous 6 months, enter the number of months separated from family by deployment during past year. If not deployed per the above criteria, enter "N/A". Serving an unaccompanied overseas tour where dependents are authorized. Enter number of months separated from family if dependents were denied entry approval because

		<p>of lack of required medical facilities. If entry approval not denied for this reason, enter "N/A".</p> <p>Serving an accompanied overseas tour, enter number of months separated from family because of delayed granting of family entry approval due to non-availability of quarters, or for medical reasons. If family entry approval not delayed, enter "N/A".</p> <p>Serving an unaccompanied overseas tour where family members are not authorized, enter the number of months separated from family. If not applicable, enter "N/A".</p>
I.	Transfer Directive Authority.	Enter BUPERS/NAVPERSCOM TC Number, or other activity as authority.
J.	Detachment Date.	Enter date member will detach current permanent duty station.
K.	Ultimate duty station.	In the case of ships, include the homeport. See OPNAVINST 3111.14V (NOTAL).
L.	Estimated date of arrival at new duty station.	Best estimate as to when the member will arrive.
M.	Housing preference.	Indicate preference for civilian or government housing. Indicate acceptability of civilian housing until government housing becomes available and limit of rental payment authorized. State whether the member desires sponsor per OPNAVINST 1740.3 and whether the sponsor is or is not authorized to act as agent for civilian rental housing.
N.	Passports.	Advise if appropriate no-fee passports in possession and provide passport numbers.
O.	ETS of member or obligated service date of Naval Reserve and related information. NOTE: If member must	<ol style="list-style-type: none"> 1. Estimated month and year family members are scheduled to depart CONUS. 2. DOD prescribed accompanied tour length as indicated in Article 4.05.

	extend for OBLISERV, he or she must actually sign an extension. A NAVPERS 1070/13 entry in the enlisted member's service record is not acceptable for travel entitlements.	3. Expiration term of service (previously referred to as EAOS).
P.	Certification of suitability.	Member and family members' suitability of overseas duty must be established. For example, if family members are suitable for overseas duty, enter: "Per ENTRANSMAN Article 4.012/OFTRANSMAN Article 4.2, (member's name) and family members are suitable for residency overseas."
Q.	Remarks.	Enter other appropriate information, such as "spouse is an accredited teacher", etc. List known medical ailments or physical disabilities of family members and any family member who displays a physical, emotional or intellectual handicap requiring medically related services. Include family members who are enrolled in the Exceptional Family Member program (EFM), and family members who require special education in DOD Schools outside the United States. Pregnancy should be listed.

FIGURE 4I

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP) REQUEST

ZNR UUUUU (ONLY)
R DDHHMMZ MMM YY ZYB
FM
TO COMNAVPERSCOM MILLINGTON TN//PERS-40CC//
INFO EPMAC NEW ORLEANS LA//47// (FOR GENDETS ONLY)
BT
UNCLAS //N01306// (UNCLAS ONLY)
MSGID/GENADMIN/ /-/MMM//
SUBJ/OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP)//
REF/A/DOC/CNPC/YMMDD//
AMPN/REF A IS ENLISTED TRANSFER MANUAL ARTICLE 4.11//
POC/NAME/RATE OR RANK/TITLE/TEL: /e-mail address// **mandatory**
RMKS/1. REQUEST OTEIP FOR THE FOLLOWING SERVICE MEMBER:
A. NAME/RATE:
B. SSN:
C. COMMAND UIC:
D. EXTENSION PERIOD: note 1
E. OTEIP OPTION:
//
BT

Note 1: For extension period enter dates of extension i.e. 000107 to 010107,
For first termers whom have completed the prescribed DOD tour length
but their PRD is set to match their EAOS enter FIRST TERMER for item D.

Note 2: POC line is mandatory. List e-mail address if possible.

FIGURE 4J